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1878.

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Volunteers
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REGULATIONS

FOR THE

VOLUNTEER FORCE.

WAR OFFICE, 18*th April* 1878.

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"2. These Regulations, made by the Secretary of State for War under the provisions of Section 16 of the Volunteer Act, 1863, supersede the Volunteer Regulations, 1863, and all Circulars and Orders issued up to the date of the present Circular inclusive (April 18th, 1878), so far as they relate to or affect the Volunteer Force. They will be strictly observed until altered by proper authority.

3. Any alteration which may become necessary hereafter will be notified in the Auxiliary and Reserve Forces Circulars, which are issued quarterly. Orders which will not admit of delay until the issue of the quarterly Circulars will be issued in a special Auxiliary Forces Circular, and will be repeated in the next quarterly Circular.

4. These Regulations, and the Circulars subsequently issued, will be kept carefully noted up by Officers concerned. All articles or paragraphs which may be cancelled will be ruled out in ink, and the authority for the cancelling noted in the margin."

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REGULATIONS FOR THE VOLUNTEER FORCE.

SECTION 1.—CONSTITUTION AND ORGANIZATION.

1. VOLUNTEER Corps are raised under the Volunteer Act, 1863 (26 & 27 Vict., cap. 65). They are subject to the provisions of that Act, and of any Acts amending it, and likewise to all regulations made with regard to Volunteer Corps by the authority of Her Majesty's Principal Secretary of State for War. The Statute Law relating to the Volunteer Force is printed in the appendix (*see* pp. 162 to 182). Authority under which raised and governed.

2. In case of actual or apprehended invasion of any part of the United Kingdom, Volunteer Corps may be assembled for actual military service; and, whenever they are so assembled, they will be liable to serve in any part of Great Britain. Liability to actual service.

3. The Volunteer Force is composed of the following arms:— Composition.

Light Horse Volunteers.	Mounted Rifle Volunteers.
Artillery "	Rifle "
Engineer "	

4. The jurisdiction of Lieutenants of Counties in respect of the Volunteer Force having been revested in Her Majesty by Order in Council (dated 5th February 1872) issued in pursuance of the Regulation of the Forces Act, 1871 [*see* Appendix, p. 183], the Queen has been pleased to place all Volunteers, when assembled for drill or inspection, or voluntarily doing any other military duty, under the Command of the Officer Commanding in Chief and of the General Officers of the Regular Forces Commanding in the Districts within which such Volunteers are undergoing inspection, or doing military duty. The Permanent Staff of all Administrative Regiments and Corps will be at all times under such Military Command. Command when doing military duty.

5. The command of the Volunteer Force in all cases will be so exercised as that the Volunteers shall be led by their own Officers, and that Officers appointed to inspect or to command such Force, whether alone or joined with the Regular Forces, shall be senior in rank to every Officer of the Force commanded or inspected. Mode of exercising command.

6. The orders of the Officer Commanding-in-Chief with respect to the Volunteer Force, will be conveyed to General Officers Commanding Districts by the Inspector-General of Auxiliary Forces, or the Assistant Adjutant-Generals for Auxiliary Forces, who are attached to the Head-Quarter Staff of the Army for that purpose. Orders of Officer Commanding-in-Chief.

7. Great Britain is divided, so far as regards the Cavalry of the Auxiliary Forces, into two Cavalry Districts, and a Lieutenant-Colonel is appointed for each district, who is invested with the command of the Corps of Light Horse and Mounted Rifle Volunteers within his district, subject to the limitations laid down in the two following paragraphs. Light Horse and Mounted R.V.C.

8. The several Corps of Light Horse and Mounted Rifle Volunteers in each district will be under the command of the

General Officer Commanding the District, who will be responsible for their discipline; but the Commanding Officers of such Corps will, in accordance with para. **891**, conduct their correspondence with him through the Lieutenant-Colonel of the Cavalry District to which they belong.

9. The Lieutenant-Colonels of Cavalry districts will receive their orders direct from the Inspector-General of Auxiliary Forces; they will, however, report to and correspond with the General Officers Commanding districts, on matters relating to the several Corps in their respective districts. On general questions and questions affecting regiments belonging to two or more military districts they will correspond directly with the Inspector-General of Auxiliary Forces.

Artillery Volunteers.

10. Great Britain is also divided, as regards the Auxiliary Forces, into Artillery Sub-Districts; and a Lieutenant-Colonel of Royal Artillery is appointed for each Artillery Sub-District, who is invested with the command of the Artillery Volunteers of the Sub-District.

Engineer Volunteers.

11. The Commanding Royal Engineer in each Military District is invested with the command of the Engineer Volunteers in such District.

Rifle Volunteers form part of Sub-District Brigades.

12. It being deemed expedient that the several Corps of Rifle Volunteers should be attached to and form part of the Army in the United Kingdom, the Secretary of State has signified Her Majesty's pleasure, that the several Corps of Rifle Volunteers shall be attached to and form part of the respective Sub-District Brigades of the Army,* upon condition that no person belonging to the Volunteer Force shall be required to serve in any other manner than that in which he might have been required to serve, or shall be liable to any greater punishment than that to which he might have been subjected if the Order had not been made.

13. The Military Districts of Great Britain are sub-divided into Infantry Sub-Districts corresponding with the Sub-District Brigades of which the Rifle Volunteer Corps form part. Each Sub-District is designated by the number of the Brigade belonging thereto.

14. The Officer Commanding the Brigade Depôt of the Sub-District is invested with the command of the whole of the Rifle Volunteers within his Sub-District. But the Lieutenant Colonels commanding the regiments of Foot Guards will discharge duties in connection with the drill and inspection of Administrative Regiments and Corps of Rifle Volunteers belonging to the 51st, 52nd, 53rd, and 54th Sub-District Brigades, similar to those performed by officers commanding Brigade Depôts. The Assistant Adjutant General at Woolwich will perform similar duties in connection with the 4th and 26th Kent Rifle Volunteer Corps.

* The Sub-District Brigades to which the several Corps belong are shown in the Official Army List.

SECTION 2.—ESTABLISHMENTS.

---

15. An Establishment is allotted to every Volunteer Corps on its formation. On formation.

16. The following Tables contain the authorised Establishments of the different arms of which the Volunteer Force is composed. In these Tables, two numbers divided by a line signify the maximum and minimum strength; thus, $\frac{100}{60}$ means not more than 100 nor less than 60. Tables.

17.—Table of Establishments for Light Horse Volunteers.

Description of Corps.	Lieutenant-Colonel.	Major.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeon.	Veterinary Surgeon.	Staff-Serjeants.						Troop Serjeant-Majors.	Serjeants.	Corporals.	Trumpeters.	Farriers.	Shoeing Smiths.	Privates.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff.	
									Quartermaster-Serjeant.	Armourer-Serjeant.	Saddler-Serjeant.	Farrier-Serjeant.	Orderly-room Clerk.	Trumpet-Major.									Adjutant.	Serjeant-Instructors (including Acting Serjeant-Major).
Division - -	...	...	...	1	1	...	...	...	1	...	...	...	...	...	...	2	2	1	1	1	25/15	35/25	...	In accordance with the rule laid down in Section 8 of these Regulations.
Troop - -	...	...	1	1	1	...	...	...	1	...	...	...	...	...	1	3/2	4/3	1	1	1	45/23	60/36	...	
Squadron - -	...	...	2	2	1	...	...	...	1	...	...	...	...	...	2	6/4	8/6	2	2	2	92/48	120/72	...	
Regiment of 2 squadrons.	1	...	4	4	2	1	1	1	1	1	1	1	1	1	4	12/8	16/12	4	4	4	176/88	240/144	1	
Ditto 3 ditto	1	1	6	6	3	1	1	1	1	1	1	1	1	1	6	18/12	24/18	6	6	6	268/136	360/216	1	
Ditto 4 ditto	1	2	8	8	4	1	1	1	1	1	1	1	1	1	8	24/16	32/24	8	8	8	360/184	480/288	1	

18.—TABLE of Establishments for Artillery Volunteers.

Description of Corps.	Lieutenant-Colonels.	Majors.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeon.	Staff-Serjeants.				Battery Serjeant-Majors.	Serjeants.	Corporals.	Trumpeters.	Gunners.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff.	
								Quartermaster-Serjeant.	Armourer.	Orderly-room Clerk.	Trumpet-Major.							Adjutant.	Serjeant-Instructors (including Acting Serjeant-Major).
Sub-division - -	...	...	...	1	1	...	...	1	...	...	...	...	1	2	1	22 / 13	29 / 20	...	In accordance with the Regulations in Section 8.
Division - -	...	...	...	1	1	...	...	1	...	...	...	...	2 / 1	3 / 2	1	40 / 23	49 / 30	...	
Battery - - -	...	...	1	1	1	...	...	1	...	...	...	1	3 / 2	4 / 3	2	66 / 38	80 / 50	...	
Brigade of 6 Batteries -	1	1	6	6	3	1	1	1	1	1	1	6	18 / 12	24 / 18	12	397 / 229	480 / 3 00	1	
" 8 " -	1	2	8	8	4	1	1	1	1	1	1	8	24 / 16	32 / 24	16	531 / 307	640 / 400	1	
" 12 " -	2	2	12	12	6	1	1	1	1	1	1	12	36 / 24	48 / 36	24	800 / 464	960 / 600	1	

In Corps which have guns on travelling carriages one shoeing smith will be allowed for each battery, and a farrier will be allowed for each Administrative Regiment, or for a Corps under the command of a Field Officer. A corresponding reduction will be made in the number of gunners in the Corps concerned.

19.—Table of Establishments for Engineer Volunteers.

Description of Corps.	Lieutenant-Colonels.	Majors.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeons.	Staff-Sergeants. Quartermaster-Sergeant.	Staff-Sergeants. Armourer.	Staff-Sergeants. Orderly-room Clerk.	Staff-Sergeants. Bugle-Major.	Colour-Sergeants.	Sergeants.	1st Corporals.	2nd Corporals.	Buglers.	Privates.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff. Adjutant.	Permanent Staff. Sergeant-Instructors (including Acting Sergeant-Major).
Sub-division	...	...	...	1	1	...	...	1	...	...	...	...	3 2	3 2	3 2	1	46 20	59 30	...	In accordance with the Regulations in Section 3.
Company	...	...	1	1	1	...	...	1	...	...	...	1	4 2	5 3	5 3	2	79 45	100 60	...	
Battalion of 4 Companies.	...	1	4	4	2	1	1	1	1	1	1	4	16 8	20 12	20 12	8	315 179	400 240	1	
" 6 "	1	1	6	6	3	1	1	1	1	1	1	6	24 12	30 18	30 18	12	475 271	600 360	1	
" 8 "	1	2	8	8	4	1	1	1	1	1	1	8	32 16	40 24	40 24	16	635 363	800 480	1	
" 12 "	2	2	12	12	6	1	1	1	1	1	1	12	48 24	60 36	60 36	24	956 548	1200 720	1	

20.—Table of Establishments for Mounted Rifle Volunteers.

Description of Corps.	Lieutenant-Colonel.	Major.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeon.	Veterinary Surgeon.	Staff-Serjeants.						Colour-Serjeants.	Serjeants.	Corporals.	Buglers.	Farriers.	Shoeing Smiths.	Privates.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff.	
									Quartermaster-Serjeant.	Armourer-Serjeant.	Saddler-Serjeant.	Farrier-Serjeant.	Orderly-room Clerk.	Bugle-Major.									Adjutant.	Serjeant-Instructors (including Acting Serjeant-Major).
Sub-division -	...	...	...	1	1	...	...	...	1	...	...	...	...	...	...	2	4 / 3	1	1	1	23 / 14	35 / 25	...	In accordance with the Regulations in Section 8.
Company - -	...	...	1	1	1	...	...	...	1	...	...	...	...	...	1	2	6 / 4	2	1	1	43 / 21	60 / 36	...	
Battalion of 4 Companies.	1	...	4	4	2	1	1	1	1	1	1	1	1	1	4	8	24 / 16	8	4	4	168 / 80	240 / 144	1	
„ 6 „	1	1	6	6	3	1	1	1	1	1	1	1	1	1	6	12	36 / 24	12	6	6	256 / 124	360 / 216	1	

21.—TABLE of Establishments for Rifle Volunteers.

Description of Corps.	Lieutenant-Colonels.	Majors.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeon.	Staff-Serjeants.				Colour-Serjeants.	Serjeants.	Corporals.	Buglers.	Privates.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff.	
								Quartermaster-Serjeant.	Armourer.	Orderly-room Clerk.	Bugle-Major.							Adjutant.	Serjeant-Instructors (including Acting Serjeant-Major).
Sub-division -	...	...	...	1	1	...	...	1	...	...	...	...	3 / 2	3 / 2	1	49 / 22	59 / 30	...	In accordance with the Regulations in Section 8.
Company -	...	...	1	1	1	...	...	1	...	...	...	1	4 / 2	5 / 3	2	84 / 48	100 / 60	...	
Battalion of 6 Companies.	1	1	6	6	3	1	1	1	1	1	1	6	24 / 12	30 / 18	12	505 / 289	600 / 360	1	
" 8 "	1	2	8	8	4	1	1	1	1	1	1	8	32 / 16	40 / 24	16	675 / 387	800 / 480	1	
" 12 "	2	2	12	12	6	1	1	1	1	1	1	12	48 / 24	60 / 36	24	1016 / 584	1200 / 720	1	

N.B.—When a corps is below its maximum establishment, 1 serjeant and 1 corporal should only be appointed for every 20 enrolled members.

22. The Commissioned Officers of a Corps (except Supernumerary, Acting, or Honorary Officers) will be reckoned towards the number of Enrolled Members required to complete the Establishment. Officers.

23. Although a Second Lieutenant is borne on the establishment of a Corps consisting of only one Troop, Battery, Company, Division, or Sub-Division; in Corps of larger Establishment one Second Lieutenant only is allowed for every two Lieutenants, except where there is an uneven number of the latter, when an additional Second Lieutenant is allowed. Second Lieutenants.

24. In addition to the number of Second Lieutenants borne on the Establishment, a sufficient number of Supernumerary Second Lieutenants, to complete the number of officers of that rank to one for each unit, will be allowed for each Corps the establishment of which exceeds that of a Troop, Battery, or Company.

25. When any increase is proposed in the Establishment of a Corps (except in the case of the conversion of a Division or Sub-Division into a Troop, Battery, or Company,) the Commanding Officer will certify (on W.O. Form 1621), for the information of the Secretary of State, that the number of Volunteers enrolled in the Corps amounts to the maximum number of members required for the number of complete Troops, Batteries, or Companies of the existing Establishment, together with the minimum number required for the proposed additional Troop, Battery, Company, Division, or Sub-Division, the latter having been enrolled as supernumerary members. *See* Para. 27. Proposed increase.

26. A Division or Sub-Division may be raised to a Troop, Battery, or Company, as the case may require, on its being shown that the number of enrolled members is equal to that required for the minimum of a Troop, Battery, or Company.

27. Supernumeraries will not be enrolled without authority from the Secretary of State. No application will be entertained until the Corps has been actually completed up to its maximum establishment, nor will supernumeraries be authorised (except in the case of the conversion of a Division or Sub-Division into a Troop, Battery, or Company) unless the Efficients returned in the preceding annual return amount to 80 per cent. of the maximum establishment. Supernumeraries.

28. In making application for authority to enrol Supernumeraries in a Corps, the Commanding Officer will state at what place the Volunteers, whom it is proposed to enrol, will perform ordinary drills, and, in the event of such place not being the Head-Quarters of the Corps, he will further state whether it is already a recognised drill station of the Corps.

29. When Supernumeraries are authorised, one Serjeant and one Corporal may be appointed for every 20 enrolled members.

30. The Establishment of a Corps will be reduced if the enrolled strength of the Corps should at any time fall below the minimum Establishment assigned to it, unless, on the representation of the General Officer commanding the District, the Secretary of State considers that an exception should be made to this rule on the ground of there being a reasonable expectation of the Corps speedily regaining its proper strength. Reduction.

SECTION 3.—FORMATION OF CORPS.

Offer of service.

31. Persons wishing to form a Volunteer Corps should forward the offer of their services for Her Majesty's acceptance to the Under Secretary of State, War Office, for submission to the Queen by the Secretary of State.

Small Corps to form part of Administrative Regiments.

32. Except in the case of the proposed formation of a large Corps, the application will be forwarded through the Officer Commanding the Administrative Regiment, of which the Corps would form part; as the formation of a new Corps, below the Establishment of a Regiment, Brigade, or Battalion, will not be sanctioned unless it is to form part of an Administrative Regiment.

Special reasons for new Corps to be given.

33. The Secretary of State, in considering offers of the services of new Corps, will have regard to the number and description of Corps already existing in the neighbourhood, to the circumstances of the locality, and to the limits imposed by the amount of the sums placed at his disposal by Parliament in the Volunteer Vote. It is, therefore, desirable that such offers of service should, in addition to the information asked for in paragraphs **35** and **40**, state any special local circumstances which render the formation of the proposed Corps advisable.

Limitation as to formation of new Corps.

34. No new Corps will, unless under very exceptional circumstances, be formed in a locality where existing Corps are not up to their maximum establishment, or have not their full complement of Officers. In localities where existing Corps are up to the maximum establishment, no new Corps will be formed if the establishment of the existing Corps can, with advantage, be increased to admit of the enrolment of the persons offering their services as Volunteers.

Light Horse, Engineer, Mounted Rifle, or Rifle Volunteer Corps.

35. In offering the service of a Light Horse, Engineer, Mounted Rifle, or Rifle, Volunteer Corps for Her Majesty's acceptance, the following information will be given :—

(*a.*) The place proposed for the Head-Quarters of the Corps.

(*b.*) The number of persons who are prepared to enrol themselves.

(*c.*) The proposed Establishment of the Corps, that is to say, of how many Troops, Companies, Divisions, or Sub-Divisions, as laid down in the tables given in pages 4, 6, 7, or 8, it is intended to consist.

(*d.*) That the use of a rifle range has been secured, and that a safe storehouse and magazine for any Government arms and ammunition which may be issued, will be provided.

(*e.*) The name and address of some person with whom the Officer sent to inspect the rifle range may communicate.

36. If the offer of service can be accepted on general grounds, the Secretary of State will, when the proposed rifle range has not previously been approved, appoint a competent Officer to visit the locality, and to communicate with the person mentioned in the offer of service. It will be the duty of the Officer thus appointed to inspect the rifle range proposed for the use of the Corps, and to report, for the information of the Secretary of State,— Inspection of proposed rifle range.

(*a.*) The situation of the ground proposed.

(*b.*) The extent of range afforded, which must not be less than 300 yards.

(*c.*) What arrangements are required to secure the safety and convenience of the public.

(*d.*) The nature and dimensions of the butts which are to be erected.

(*e.*) Whether the consent of the owners and occupiers of the ground for its being used as a range has been obtained, and also the consent of the owners and occupiers of the land in rear of the butts.

37. If the Inspecting Officer's report is satisfactory, and the other information detailed in paragraph **35** has been duly furnished, the Secretary of State will signify Her Majesty's pleasure to the Lord Lieutenant of the county, and also to the General Officer commanding the district, who will communicate it to the Corps. Acceptance of service.

38. Engineer Volunteer Corps should, as a general rule, be formed of persons who are connected with the profession of Engineers, or employed as masons, joiners, quarrymen, navigators, or the like. Composition of Engineer Volunteer Corps.

39. The formation of Artillery Volunteer Corps will only be sanctioned when circumstances admit of the Volunteers securing a proper range for Artillery practice. Artillery Volunteer Corps.

40. In offering the service of an Artillery Volunteer Corps the following information must be given:—

(*a.*) The place proposed for the Head-Quarters of the Corps.

(*b.*) The number of persons who are prepared to enrol themselves.

(*c.*) The proposed Establishment of the Corps, that is to say, of how many Batteries, Divisions, or Sub-Divisions, as laid down in the table given at page 5, it is intended to consist.

(*d.*) Where it is proposed that the Artillery practice of the Corps should be carried on, specifying the battery, or in the event of a new battery being required, whether a site can be obtained for it, at which the practice will not interfere with the safety or convenience of the public.

(*e.*) That a safe storehouse for any arms, and, where necessary, a proper magazine for any carbine ammunition

which may be issued by Government, will be provided.

(*f*.) The name and address of some person with whom any Officer appointed by the Secretary of State may communicate on matters of local detail.

Inspection by an Officer of Royal Artillery.

41. If the offer of service can be accepted on general grounds, the Secretary of State will appoint an Officer of the Royal Artillery to visit the proposed Head-Quarters of the Corps. This Officer, after communication with the person mentioned in the offer of service, will report, for the information of the Secretary of State, as to the best means of providing for the drill and instruction of the Corps, and the facilities for carrying on practice.

42. In case a magazine is required to be built, the Inspecting Officer will state the number of rounds which it should be capable of containing.

43. In the event of a new Battery being required, the Inspecting Officer will furnish a sketch of the proposed site, and will state the tenure on which it can be procured. (See also paragraph **769.**)

Acceptance of service.

44. When a satisfactory report has been received from the Inspecting Officer, and all preliminary arrangements are completed, the Secretary of State will signify Her Majesty's pleasure to the Lord Lieutenant of the county, and also to the General Officer commanding the district who will communicate it to the Corps.

Outlying Companies.

45. Volunteer Corps will not be permitted to have outlying Companies in neighbouring counties, unless exceptional circumstances of locality should render it, in the Secretary of State's opinion, inconvenient for a particular Company to form part of a Corps in its own county.

46. Commanding Officers of Volunteer Corps will not station outlying Companies or establish drill stations in any new localities without first obtaining, through the General Officer Commanding the District, the Secretary of State's permission to do so.

Correspondence.

47. Correspondence with reference to the formation and augmentation of Corps will be addressed direct to the Under Secretary of State, War Office.

Change of Head-Quarters.

48. When a Commanding Officer wishes to change the Head-Quarters of his Corps, application for authority to do so must be made to the General Officer commanding the district, who, if he approves the arrangement, will submit it for the sanction of the Secretary of State. (See paragraph **71** as to change of Head-Quarters of an Administrative Regiment.)

SECTION 4.—PRECEDENCE.

49. The Volunteer Force serving under the Volunteer Act, 1863, takes precedence, in accordance with the provisions of that Act, immediately after the Yeomanry. Volunteer Force.

50. In the Volunteer Force, the different arms rank in the following order, viz.:— Arms.

Light Horse Volunteers.
Artillery „
Engineer „
Mounted Rifle „
Rifle „

51. In every arm, the relative precedence of a county is determined by the date on which the Secretary of State has first received a letter offering the service of a Corps of that arm for Her Majesty's acceptance. Counties.

52. In every county, the relative precedence of the different Corps of any one arm is determined by the number assigned to such Corps. Corps.

53. Officers of the Volunteer Force rank with Officers of Her Majesty's Regular and Militia Forces as the youngest of their respective ranks, and with Officers of the Yeomanry Force, according to the rank and date of their respective Commissions in the respective Forces. Officers.

54. The relative precedence of Officers in the entire Volunteer Force is determined solely by the rank and date of their Commissions in that Force.

55. The relative precedence of Officers of different Corps, holding Commissions of the same rank and date, is determined by the relative precedence of the Corps to which they respectively belong.

56. The relative precedence of Officers of one Corps, bearing Commissions of the same rank and date, is determined by the order in which their names appear in the Army List. This order is the same as that in which the appointments are inserted in the "London Gazette."

57. The relative rank of Medical Officers in the Volunteer Force is determined by the same rule as that prescribed for Medical Officers of the army, except that Acting Surgeons always rank as Lieutenants, irrespective of their length of service. Surgeons appointed before 1st October 1877, under previous regulations, will continue to hold the relative rank of Major. Relative rank.

58. The relative rank of Acting Chaplain is Captain, and that of Quartermaster is Lieutenant.

59. An Officer holding a substantive Commission will take precedence of all Officers holding Acting Commissions of the same rank. Substantive and Acting Commissions.

19.—TABLE of Establishments for Engineer Volunteers.

Description of Corps.	Lieutenant-Colonels.	Majors.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeon.	Staff-Serjeants.				Colour-Serjeants.	Serjeants.	1st Corporals.	2nd Corporals.	Buglers.	Privates.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff.	
								Quartermaster-Serjeant.	Armourer.	Orderly-room Clerk.	Bugle-Major.								Adjutant.	Serjeant-Instructors (including Acting Serjeant-Major).
Sub-division -	...	...	...	1	1	...	...	1	...	...	...	...	3 / 2	3 / 2	3 / 2	1	46 / 20	59 / 30	...	In accordance with the Regulations in Section 8.
Company - -	...	...	1	1	1	...	...	1	...	...	...	1	4 / 2	5 / 3	5 / 3	2	79 / 45	100 / 60	...	
Battalion of 4 Companies.	...	1	4	4	2	1	1	1	1	1	1	4	16 / 8	20 / 12	20 / 12	8	315 / 179	400 / 240	1	
" 6 "	1	1	6	6	3	1	1	1	1	1	1	6	24 / 12	30 / 18	30 / 18	12	475 / 271	600 / 360	1	
" 8 "	1	2	8	8	4	1	1	1	1	1	1	8	32 / 16	40 / 24	40 / 24	16	635 / 363	800 / 480	1	
" 12 "	2	2	12	12	6	1	1	1	1	1	1	12	48 / 24	60 / 36	60 / 36	24	956 / 548	1200 / 720	1	

20.—Table of Establishments for Mounted Rifle Volunteers.

Description of Corps.	Lieutenant-Colonel.	Major.	Captains.	Lieutenants.	Second Lieutenants.	Quartermaster.	Surgeon.	Veterinary Surgeon.	Staff-Serjeants.						Colour-Serjeants.	Serjeants.	Corporals.	Buglers.	Farriers.	Shoeing Smiths.	Privates.	Total Enrolled Members, exclusive of Permanent Staff.	Permanent Staff.	
									Quartermaster-Serjeant.	Armourer-Serjeant.	Saddler-Serjeant.	Farrier-Serjeant.	Orderly-room Clerk.	Bugle-Major.									Adjutant.	Serjeant-Instructors (including Acting Serjeant-Major).
Sub-division -	...	...	...	1	1	...	...	...	1	...	...	...	...	...	...	2	4 / 3	1	1	1	23 / 14	35 / 25	...	In accordance with the Regulations in Section 8.
Company - -	...	...	1	1	1	...	...	...	1	...	...	...	...	...	1	2	6 / 4	2	1	1	43 / 21	60 / 36	...	
Battalion of 4 Companies.	1	...	4	4	2	1	1	1	1	1	1	1	1	1	4	8	24 / 16	8	4	4	168 / 80	240 / 144	1	
" 6 "	1	1	6	6	3	1	1	1	1	1	1	1	1	1	6	12	36 / 24	12	6	6	256 / 124	360 / 216	1	

Administrative Regiment.

appointment of Adjutant of the Corps will not be filled up; and when any Corps to which an Adjutant has been already appointed is so united with others, the Adjutant of the Corps will be appointed as Adjutant of the Administrative Regiment.

Position of Officer Commanding Administrative Regiment.

73. Subject to the powers conferred by the law upon the Commanding Officer of each Corps, the Officer Commanding an Administrative Regiment will have the general charge of the drill and instruction of the several Corps under his command. He will inspect them from time to time, and will take notice of, and, if necessary, report, any infraction of the provisions of the law, or of the orders and regulations of the Secretary of State. He will also be responsible that uniformity in drill is preserved throughout the Force under his command. When present at the drill or parade of any of the Corps, he will invariably be in command, and if two or more of them should wish to meet together for united drill, or if any of the Corps should desire to attend the field day of any Corps not under his command, his permission must be obtained in the first instance.

Position of senior Officer of Corps.

74. No Officer of a Corps forming part of an Administrative Regiment has any authority over the other Corps of which it is composed, in consequence of their administrative union; but whenever the several Corps, or any number of them, meet together for drill, the senior Officer present assumes the command.

Absence of Field Officer Commanding.

75. Whenever in the temporary absence of the Field Officer commanding an Administrative Regiment, the next senior Officer present does not hold a Commission on the Staff of the Regiment, the authority of the General Officer Commanding the District will be obtained for the exercise of the command by such Officer.

SECTION 6.—ATTACHMENT OF CORPS.

76. Corps of Volunteers which are not of sufficient strength to constitute by themselves a Regiment, Brigade, or Battalion, and are not so circumstanced as to admit of their forming an Administrative Regiment with other Corps of the same arm, are attached to another Corps of the same arm, or to a Corps or Administrative Regiment of a different arm. Circumstance under which Corps are attached.

77. Under this arrangement the Serjeant Instructors of a Corps attached to a Corps or Administrative Regiment of a different arm will receive through the Adjutant, as a Public Accountant, their pay and allowances; and in the case of a Corps attached to another of the same arm, such Corps will also have the advantage of the instruction of an Adjutant, and of the services of that officer for the purpose of assisting in granting the certificates of efficiency prescribed by Order in Council. Object and nature of such attachment.

78. A Corps thus attached, does not become part of the Administrative Regiment or Corps to which it is attached, and has no connection with it, except when drilling with it, or when receiving instruction from the Adjutant.

79. All the correspondence of the Corps, on matters not affecting the Administrative Regiment or Corps to which it is attached, will be conducted in the same manner as if it were an entirely distinct body. Correspondence.

SECTION 7.—ADJUTANTS.

Term of appointment.

80. Adjutants appointed on or after the 22nd February 1871 hold their appointments for a term of five years only.

Vacancy caused by retirement, &c.

81. In the case of an Adjutant resigning or being placed on retired pay, no selection of an Officer to succeed him will be made, nor any application for it taken into consideration until a notification of such vacancy has appeared in the "London Gazette."

Officers eligible.

82. Adjutants will be appointed from Officers of the Regular Forces on full or half pay; those of Light Horse and Mounted Rifle Volunteers from Captains of Regular Cavalry; those of Artillery Volunteers, from Captains of Royal Artillery or Royal Marine Artillery; those of Engineer Volunteers from Captains or Subalterns of Royal Engineers; and those of Rifle Volunteers from Captains of Infantry of the Army or Royal Marine Light Infantry.

Applications for appointment.

83. Applications for appointment as Adjutants will be made on War Office Form 1627, by Commanding Officers of regiments of the Regular Army in which the Candidates are serving or have served, and forwarded to the War Office. Commanding Officers will report fully their opinion as to the eligibility of the Candidates, but will not recommend any officer whom they do not consider fully qualified for the appointment, both as to knowledge of its duties and facility in imparting instruction clearly. When the Commanding Officer does not recommend an Officer who has applied, he will state his reasons on the Form of Application.

Applications from Commanding Officer for particular Officer.

84. In the event of an Adjutancy becoming vacant, the Commanding Officer of the Administrative Regiment or Corps of Volunteers in which the vacancy has occurred, if he should have any very special reason for wishing to obtain the services of any particular Officer to succeed to the appointment, will make his application through the proper channel to the Adjutant-General. In the case of a resignation or retirement, the application will not be made until the retirement shall have been notified in the "London Gazette."

85. The Commanding Officer will state in his application the exceptional circumstances which, in his opinion, render it desirable that the Officer referred to should be appointed in preference to any other candidate who may in other respects be equally eligible.

Direct application to Officers of the Army disapproved.

86. The Secretary of State disapproves of Commanding Officers of Volunteers communicating direct with Commanding or other Officers of the Army, with a view to finding suitable candidates. They should clearly understand that the selection of Officers for appointment as Adjutants does not rest with Commanding Officers of Volunteers, who should not make any recommendation on the subject, except under the special circumstances above detailed.

87. Previous to appointment, Candidates will be examined by a Board of Officers as to their qualifications for the duties of Adjutant, including a knowledge of the duties of Brigade Major. The faculty of imparting instruction will be particularly considered. A certificate must also be given that they can ride. Officers who have held Commissions as Adjutants of their Regiments for a period of not less than twelve months will be exempted from this Examination, provided not more than five years have elapsed since they held such appointments. Officers who have passed the Staff College, and are also favourably reported upon as Regimental Officers, will likewise be exempted from examination, but every Candidate will be examined by a Board of Army Medical Officers, as to his general health and fitness, at the nearest station to the Candidate's residence at which such Board can be assembled. The Board will state in their report whether the Candidate has any defect in eyesight which might interfere with the efficient discharge of the duties of an Adjutant. Examination of candidates.

88. Boards for the Examination of Candidates for appointment to Adjutancies of Light Horse or Mounted Rifle Volunteers will be presided over by the Inspecting Officers of the Cavalry Districts for Auxiliary Forces.

89. An Officer before appointment as Adjutant, will be required to sign the following Declaration:— Declaration before appointment.

"I hereby declare, upon my honour as an officer and a
" gentleman, that I have not, nor to the best of my belief
" has any person on my behalf or in my interest, directly
" or indirectly paid or transferred or agreed to pay or
" transfer any sum of money, valuable security, or other
" thing in respect of my appointment to the Adjutancy of
" the , and I promise honourably and unre-
" servedly not to make, cause to be made, or in any manner
" recognise hereafter any such payment or transfer in
" respect of such appointment."

Any breach of the declaration will be regarded as a violation of personal honour. The Declaration will be signed in presence of the Commanding Officer of the Regiment of Regular Forces to which the Candidate may belong, or of the Corps to which he is about to be appointed, after being read to him by the Commanding Officer, who will countersign it.

90. An Adjutant of Rifle Volunteers who does not possess a certificate of qualification as Officer Instructor in Musketry, will attend a course of instruction at the School of Musketry at Hythe. If he fail to obtain a certificate he will attend a second course; and if he again fail he will not be allowed to retain his appointment as Adjutant. Instruction at Hythe.

91. Officers selected from full-pay will return to their regiments at the expiration of the term for which they have been appointed, or on being promoted to be Regimental Field Officers. Expiration of term of appointment.

Resignation, &c.

92. Officers selected for these appointments will understand that they will not be allowed to resign their Adjutancies before the end of the five years, with a view to returning to their Regiments, even if their Regiments shall be ordered on active service, unless under very exceptional circumstances; but if their service prove unsatisfactory, they will at any time be liable to be sent back to their Regiments, or put upon a reduced rate of half-pay as provided by Royal Warrant.

Uniform.

93. An Adjutant selected from full-pay of the Royal Artillery, Royal Marine Artillery, or Royal Engineers will be allowed to wear the uniform of the Corps of the Regular Forces to which he belongs, as it differs only slightly from that of the corresponding arm of the Volunteer Force.

94. Other Adjutants will wear the uniform of the Administrative Regiment or Corps to which they are appointed.

Officers from Half-pay List.

95. Adjutants selected from the Half-pay List will be immediately removed therefrom, and accordingly cease to draw half-pay while holding the appointment of Adjutant. On their period of service expiring, or on their service proving unsatisfactory, they will be replaced on the Half-pay List.

Adjutants appointed before 1st April 1872.

96. Adjutants appointed before the 1st April 1872, and who were on half-pay at the dates of their appointments, will be allowed, so long as they are on the Half-pay List, to draw their half-pay in addition to their pay and allowances as Adjutants.

Stamp Duty.

97. Adjutants are not required to pay Stamp Duty on their Commissions.

Transfers.

98. When an Adjutant is transferred from one Corps or Administrative Regiment to another, he will be allowed to retain in the general service the date of his former Commission.

Adjutants not to hold any other appointment.

99. As the public services of an Adjutant are to be available at all times, an Officer holding an Adjutancy in the Volunteer Force will not be allowed to follow any profession, or to hold any other appointment, public or private.

Election to municipal office.

100. When an Adjutant is proposed as a candidate for election to any municipal office, he will decline to accept such office, unless he prefers serving in it to retaining his Adjutancy, as the Secretary of State is of opinion that the duties of the two offices are incompatible.

101. Should the Officer prefer the Staff appointment to the municipal office, he will, if in England or Wales, claim exemption under the Act 5 & 6 William IV. cap. 76. sec. 51. In Scotland, it will be sufficient for him to decline to accept the office.

102. In the event of the municipal office being preferred, the application for permission to accept it will be submitted, through the Commanding Officer and the General Officer Commanding the District, for the consideration of the Secretary of State.

Pay and allowances.

103. The Pay of Adjutants of Artillery and Rifle Volunteers, with the exception of those specified in para. **106,** will be at the rates authorised for Captains of the corresponding arms in the Regular Forces.

104. Such Adjutants will also be granted—

(*a.*) The regulated allowance in aid of providing a servant.

(*b.*) A money allowance at the Army rate in lieu of forage for one horse, provided the Adjutant keeps a horse which is bonâ fide his own property.

(*c.*) Lodging allowance in lieu of quarters, fuel, and light, at the rate fixed for a Regimental Captain in the Regular Army.

105. The allowance in lieu of forage will be claimed on W.O. Form 111, that in lieu of quarters on W.O. Form 1112, and fuel and light allowance on W.O. Form 1436.

106. Adjutants of Light Horse and Mounted Rifle Volunteers, and those of Engineer Volunteers who are not Officers of Royal Engineers, also Adjutants of Artillery and Rifle Volunteers who do not hold the rank of Captain in the Army, or who are in receipt of Half-pay, Retired Pay, Permanent Annuity, or Pension for service in the Army, or who have commuted such allowances, will receive pay at 10*s.* a day, with the allowances specified in para. **104.**

107. Officers of Royal Engineers holding Adjutancies of Engineer Volunteers, will receive their regimental and extra pay, with the allowances specified in para. **104** (*a*) and (*b*).

Brevet pay.

108. An Adjutant of Artillery, Engineer, or Rifle Volunteers, appointed on or after the 22nd February 1871, who is in receipt of full pay as an Officer of the Regular Forces, and who, being borne as supernumerary, is liable to return to his regiment or corps, will be permitted to receive, beyond the pay above laid down, any additional pay which he may be able to claim on account of brevet Army rank.

Payment of Staff of other Corps.

109. No extra remuneration can be granted when an Adjutant is called upon to pay the Staff of another Regiment or Corps.

Horse hire.

110. An Adjutant of Artillery, Engineer, or Rifle Volunteers who, with the sanction of his Commanding Officer, does not keep a horse, will, except as provided in para. **114**, be reimbursed the sum actually and necessarily expended in horse hire for mounted duties, and in conveyance on duty to places not exceeding 10 miles from Head-Quarters; provided such sum does not exceed the amount which would have been admissible on account of ordinary forage allowance (1*s.* 10*d.* a day), had he kept a horse during the period for which the claim is made.

111. A statement of the above expenses on W.O. Form 1071, supported by receipts for the hiring, will be forwarded to the War Office quarterly. A certificate as to the number of days for which forage allowance has been claimed during the period to which the statement refers, will be annexed.

112. If the statement in any of the first three quarters of the financial year (or during the period from the date of an Adjutant's appointment until the end of the quarter) shall show an actual and necessary expenditure, as above, exceeding the amount admissible for such quarter or part of a quarter, the excess will be

included in the Adjutant's claim for the final quarter of the financial year, provided that the amount admissible for the whole year (or for the whole period from the date of an Adjutant's joining until the end of the year), be not thereby exceeded.

113. Any sum charged in the claim for the final quarter on account of an excess of actual and necessary expenditure shown in the statement for a previous quarter, will be separately entered at the end of the claim as "excess balance for quarter ended 187 ."

Forage allowance under previous regulations.

114. An Adjutant of Volunteers who is in the receipt of Pay at the rate of 10*s.* a-day, and who, with the sanction of his Commanding Officer, does not keep a horse, may, should he make special application for permission to do so, receive the special rate of forage allowance of 2*s.*, in accordance with previous regulations, to cover the cost of horse hire, and of conveyance on duty to places not exceeding ten miles from Head-Quarters, instead of claiming the actual cost of the same under para. **110.**

Travelling expenses.

[*See* paras. **707** to **734** respecting the travelling expenses of Adjutants.]

Ordinary leave of absence.

115. An Adjutant of Volunteers may be granted ordinary or sick leave for continuous or intermittent periods of absence not exceeding in the aggregate 61 days, reckoning from the 1st April in each year. No further leave will be granted without the special authority of the Secretary of State.

Sick leave.

116. In the case of duly certified sickness, an Adjutant will be granted further leave of absence, not exceeding six months. If unable to resume his duties at the expiration of this further period, an Adjutant appointed for five years only will cease to hold his appointment.

Allowances during leave.

117. The Adjutant's allowances will cease if any leave beyond 61 days be granted, but the lodging allowance (in the absence of public quarters) and servants' allowance will be granted to the Officer performing the duty.

118. Forage allowance will not be allowed for an Adjutant while absent on leave, or on any duty not requiring him to be mounted, unless the horse is left at the station to be used for the public service solely by the Officer performing the duties. In the case of the temporary absence from a station of an Adjutant who does not leave his horse at the station for the public service, the Officer performing the duties of the appointment will be permitted to draw forage allowance if he keeps a horse, or the actual cost of horse hire (not exceeding the amount of the forage allowance), if he does not keep one.

119. An Adjutant who, with the sanction of his Commanding Officer, does not keep a horse, will certify, in his claim for horse hire for the final quarter of the financial year, that he has not exceeded his 61 days' leave during the year, or, if he has exceeded the 61 days, he will state the period of excess. When horse hire is claimed for an Acting Adjutant, the name of the Adjutant for whom he is acting must be clearly shown in the claim.

120. An Adjutant appointed for an indefinite period may be granted an extension of leave for a further term, not exceeding six months beyond that specified in para. **116**, receiving only a reduced rate of pay, viz., 5*s.* a day, the Officer performing his duties receiving a public quarter or lodging allowance, servants' and also forage allowances, or horse hire, in accordance with the three preceding paragraphs. Extended leave of Adjutants appointed before 22nd February 1871.

121. If, on the expiration of this further term, such Adjutant is still unfit for the performance of his duties, he will be called on to resign, or will be placed on retired pay if entitled to it under para. **143** of these Regulations.

122. Applications for leave of absence to Adjutants will be forwarded (on W.O. Form 1634) by Commanding Officers to the War Office through the General Officer Commanding the District. The exact period of the proposed leave of absence, and also the period during which the Adjutant has already been absent in the current year (beginning on 1st April), will be stated on the application. With the application for leave, the Commanding Officer will transmit for the Secretary of State's approval the name of an Officer who will undertake to perform the Adjutant's duties during his absence. Applications for leave.

123. If the Adjutant is employed as a Recruiting Officer he will, before applying for leave, arrange with the Lieutenant-Colonel of the Sub-District for the performance of his recruiting duties. Leave of Adjutant employed as Recruiting Officer.

124. The Adjutant's application for leave of absence will be forwarded so as to reach the War Office not less than a fortnight before the day on which he proposes to proceed on leave. Time for applying for leave.

125. The Commanding Officer may, on his own responsibility, grant leave of absence to the Adjutant for any period not exceeding a fortnight; but, except in the case of absence for one day only, the fact of his having sanctioned the leave will be reported to the General Officer Commanding the District through the proper channel, and if the period exceeds a week, a similar report will also be made direct to the War Office. No extension of leave beyond the 14 days will be granted without the special authority of the War Office. Commanding Officers' leave

126. Adjutants of the Volunteer Force holding permanent Army rank will rank regimentally for precedence and military command amongst the Captains of the Regiments or Corps to which they are respectively appointed, according to the dates of their commissions as Captains in the Army. Those who hold only temporary Army rank, or permanent Army rank below that of Captain, will rank regimentally from the dates of their appointment to serve with the rank of Captain in their Administrative Regiment or Corps of Volunteers, except in the case of Non-Commissioned Officers appointed to be Adjutants after the 24th February 1869, who will continue to rank regimentally from the date of their temporary Army rank (25th February 1874). Rank in Corps.

Army rank.

127. When employed on duties which are not regimental, Adjutants of Volunteers will take precedence and command according to their Army rank.

Medical attendance.

[*See* paras. **202** and **203** as regards allowance in aid of medical attendance.]

Subject to Mutiny Act and Articles of War.

128. Every Adjutant is subject to the general provisions of the Mutiny Act and Articles of War, and is liable to be tried by Court-martial for any crime made penal by such Act or Articles of War. Whenever circumstances may arise rendering it necessary to try an Adjutant by Court-martial, the Commanding Officer is to make application, through the General Officer Commanding the District, to the Secretary of State, for the assembly of a Court-martial.

General duties.

129. An Adjutant is appointed to give instruction to the Volunteers. He is subject to the orders of his Commanding Officer, and he is required to assist him in carrying on the military duties of the Corps, or Administrative Regiment, as the case may be; but he is not to take any part in the non-military affairs of the Corps.

Visits to outlying Corps or Companies.

130. It is the duty of the Adjutant to visit the component parts of the Corps, or Administrative Regiment, to which he belongs, in accordance with the orders of his Commanding Officer.

131. When the Commanding Officer finds it undesirable that the visits of the Adjutant to the outlying Corps or Companies should be made regularly every month, he will use his discretion in determining the exact periods at which these visits shall take place, provided that twelve visits be made in the course of a financial year, unless any deviation from this rule shall have been specially authorised by the Secretary of State.

132. Should a Commanding Officer deem it essential for the Adjutant to proceed on duty to an outlying Corps or Company which has been already visited twelve times since the commencement of the financial year, either for drill or for special purposes, such as the examination of Serjeants for Certificates of Proficiency, or checking Annual Returns, he may apply to the Secretary of State for the necessary authority for the purpose. But the Commanding Officer will take care that any duty which he may have to assign to the Adjutant in connection with a Corps or Company at a distance from Head-Quarters shall, whenever practicable, be performed at the time at which the Adjutant visits the Corps or Company for military instruction.

133. The Adjutant will visit Corps or Companies, and Practice Ranges, as often as the Commanding Officer thinks expedient, when no expense to the public is thereby entailed.

134. Instructions as to the Adjutant's special duties in visiting outlying Corps or Companies and at Company drill generally are given in paras. **756** to **758**, and **760** to **762**.

Muster Roll.

135. The Adjutant of a Corps will keep the Muster Roll, and the Record of attendance at drill (W. O. Book, 217, 218, 219,

or 220). The Adjutant of an Administrative Regiment will have access to the Muster Rolls and Records of attendance at drill (W. O. Book 216), of all the Corps composing it, on applying to the respective Commanding Officers for the purpose.

Adjutant's Diary and Returns.

136. Every Adjutant is required to keep a diary of the instruction imparted by him to the Volunteers, according to the War Office Form No. 1612 (Quarterly Return and Adjutant's diary). The Adjutant will on no account enter in the Diary any drill of a Corps or Company at which he did not personally attend, as the Diary is intended merely as a record of duties performed by him.

137. If an Adjutant obtains leave of absence, the period of it should be stated in the Diary; and he should, before quitting his Corps or Administrative Regiment, fill up that portion of the Diary which is applicable to the period preceding the commencement of his leave. In the event of the Adjutant being absent on leave at the date on which the Return is due, it should be signed by the Officer who is performing his duties.

138. This Return will be certified by the Commanding Officer, and transmitted to the General Officer Commanding the District, through the proper channel, on the 1st January, 1st April, 1st July, and 1st October in each year (*see* paras. **940** to **942**).

139. The Adjutant will also prepare and furnish, under the direction of his Commanding Officer, all such returns as may from time to time be called for by the Secretary of State.

Recruiting duties.

140. Adjutants of Light Horse and Mounted Rifle Volunteers and those of Engineer Volunteers who are not Officers of Royal Engineers, will not be employed on recruiting duties for the Regular Forces.

141. Other Adjutants will perform such recruiting duties as may from time to time be required of them.

Professional duties, Royal Engineers.

142. Adjutants who are Officers of Royal Engineers will also, when necessary, be employed with the approval of the General Officer Commanding, on such professional duties of their Corps as will not interfere with their duties as Adjutants.

Retired Pay.

143. In accordance with the Royal Warrant of 6th April 1878, retired pay will be granted to Adjutants (except to those who are serving for a specified period only) after they have completed the under-mentioned periods of service in the British or Indian Military Forces, Royal Marines, Embodied Militia, and as an Adjutant of Auxiliary Forces, viz.:—

15 years, 5 years of which shall have been passed as an Adjutant of Auxiliary Forces, 3*s.* a day.

20 years, 7 years of which shall have been passed as an Adjutant of Auxiliary Forces, 4*s.* a day.

25 years, 10 years of which shall have been passed as an Adjutant of Auxiliary Forces, 5*s.* a day.

30 years, 15 years of which shall have been passed as an Adjutant of Auxiliary Forces, 6*s.* a day.

Conditions of grant.

144. Such pay will only be granted to an Adjutant who may retire—

(*a.*) On attaining the age of 60 years,

(*b.*) In consequence of physical unfitness for the efficient discharge of the duties of his appointment,

(*c.*) In consequence of his services being no longer required, owing to reduction of establishment; or

(*d.*) On completing 30 years' service, of which 15 shall have been passed as Adjutant of Auxiliary Forces, irrespective of age or infirmity.

An Adjutant shall not have any claim to retired pay in consequence of the portion of the Force to which he has been appointed, dissolving of its own accord, or otherwise falling below the establishment entitling it to an Adjutant.

Not to be drawn if officer be re-employed.

145. No Adjutant on the Retired List, who may accept any Office or employment of profit Civil or Military in Her Majesty's Service, or under any Foreign Government, will be entitled for the period during which he holds such office to claim any portion of this retired pay.

Declaration for Paymaster-General.

146. Every Adjutant who may claim the retired pay to which he may become entitled under para. **143** must, previously to receiving it, produce to the Paymaster-General of Her Majesty's Forces, a declaration taken and subscribed before a Justice of the Peace or some other person authorised by law to administer such declaration in the words or to the effect following, viz.:—

I, A.B., do solemnly and sincerely declare that I was serving as Adjutant in the from the to the and that I now claim to receive retired pay at the rate of a day from the to the , during which period I did not hold or enjoy any office, or employment of profit, Civil or Military, under the Crown, or any other Government, besides the retired pay of a-day now claimed, except my half-pay as .

Honorary rank of Major on retirement.

147. Adjutants upon being placed on retired pay under the provisions of para. **143** may be granted the honorary rank of Major, when recommended for such distinction by their Commanding Officers and the General Officers Commanding the Districts to which their respective Regiments belong. Adjutants upon whom this honorary rank is conferred will be permitted to continue to wear the uniform of their Administrative Regiment or Corps.

Honorary rank of Major on resignation.

148. Adjutants of Volunteers, who voluntarily retire from the service, may be granted the honorary rank of Major if recommended, as laid down in the foregoing paragraph, provided that they have served a total period of 20 years, of which 15 years shall have been passed as an Adjutant of the Auxiliary Forces. Adjutants upon whom this honorary rank is conferred will be permitted to continue to wear the uniform of their Administrative Regiment or Corps.

Retention of rank on resignation.

149. Adjutants who voluntarily resign their appointments,

and are not qualified for the rank of Major under the preceding paragraph, may be allowed to retain rank on retirement under paragraph **317,** applicable to Volunteer Officers.

Financial Duties of Adjutants.

150. The Adjutant will be required to transmit to the War Office, one month before the expiration of each quarter, an estimate, (on W. O. Form 1674), for the pay and allowances of himself and the Non-commissioned Officers entitled to pay from the public during the ensuing quarter. The sums thus required will be issued to the Adjutant quarterly by means of drafts on the Paymaster-General, and all sums received and expended by him are to be included in his half-yearly Account. Quarterly estimate.

151. This account will be completed and forwarded to the War Office within ten days of the expiration of each half-year ending 30th September and 31st March, on W.O. Form 1595. Half-yearly account.

152. The Adjutant will not draw any Bill upon the Paymaster-General upon any other form than that which he may receive from the War Office, and in which the exact sum to be drawn by him will be inserted. Government Bills.

153. Great care will be exercised in drawing and negotiating Government Bills, to obviate the possibility of their non-payment from irregularity or inaccuracies; should any irregularity in drawing Government Bills entail expense, it will not be allowed as a charge against the public.

154. Forms of printed Estimates and Accounts will be supplied to the Adjutant by the War Office, upon the receipt of a requisition specifying the number required. Form of estimates and accounts.

155. Income Duty will be duly deducted from the pay, &c. of the Adjutant, or other person not exempt from Income Duty, and the amount of such deduction will be credited in the General State, the pay and allowances being charged in full. Income duty.

156. The requisite particulars of the pay and allowances, and of the Income Duty chargeable thereon, will be properly stated and certified by the Adjutant in Form G. (W. O. Form 107), and transmitted to the War Office with the half-yearly account.

157. All sums disallowed on the Adjutant's accounts will invariably be credited in the next account rendered to the War Office; and in the event of any sums being subsequently re-allowed, a specific authority will be forwarded to the Adjutant to re-charge them. Disallowances.

158. The Adjutant will debit or credit in his half-yearly account the balance due by or to him on the account previously rendered. Balances.

159. An item will not necessarily be admitted as a charge in the accounts because the Adjutant has included it in his estimate, and no other charges than those authorised by Regulation will be inserted in the Adjutant's Accounts without the authority of the Secretary of State; the specific authority will, in such case, be furnished in original, as the voucher in support of the charge in the account, together with any other documents which may be requisite. Charges in accounts.

SECTION 8.—INSTRUCTORS.

I.—General Rules.
II.—Temporary Drill Instructors.
III.—Transfers from the Army.
IV.—Non-commissioned Officers discharged from the Army.

I.—GENERAL RULES.

Proportion of Instructors for Corps.

160. Temporary or Permanent Instructors, paid by the public, are allowed for Corps of Volunteers (except as provided in the case of Mounted Corps in para. **167** and of Administrative Regiments in para. **168**) in the following proportion:—

From	1 to 3	Companies	1	Instructor.
„	4 to 7	„	2	„
„	8 to 11	„	3	„
„	12 to 15	„	4	„
„	16 to 19	„	5	„

Vacancies, how to be filled.

161. When a vacancy for a Serjeant-Instructor occurs in an Administrative Regiment or Corps of Volunteers other than Engineers, the Officer Commanding will notify the same to the Lieutenant-Colonel of the Sub-District; and if it is not considered desirable to employ a temporary Drill Instructor under paras. **210** and **211**, a Non-commissioned Officer may be transferred from the Army under paras. **223** to **227**, or a Non-commissioned Officer who has been discharged from the Army may be appointed under paras. **254** to **279**.

Engineer Corps.

162. Whenever it is possible, the instruction of Engineer Volunteer Corps will be carried on by Temporary Instructors from the Royal Engineers, under para. **219**, but when these are not available for the purpose, the appointment of discharged Non-commissioned Officers of Royal Engineers as Serjeant-Instructors under the provisions of paras. **254** to **258** will be allowed.

Instruction of outlying Companies.

163. When a Volunteer Corps has a Company at a greater distance than five miles from Head-Quarters, and when there is no nearer Corps in which the members of the Company might have been enrolled, an Instructor may proceed, at the public expense, to drill such Company under the provisions of para. **169**.

Additional Instructors for outlying Companies.

164. Should it be impracticable to provide for the instruction of the Company in this manner, the General Officer Commanding will represent the matter to the War Office, in order that the Secretary of State may consider the question of the appointment of an additional Instructor at the public expense.

165. No application for the appointment of an additional Instructor will be entertained unless the number of Companies remaining at Head-Quarters is sufficient to entitle them, under

GENERAL RULES—contd.

para. **160,** to retain there the number of Instructors originally assigned to the Corps; for instance, a five-company Corps, with four Companies at Head-Quarters and one at a station more than five miles distant, might have a third Instructor, whilst one with three Companies at Head-Quarters and two at the outlying station could only have two Instructors.

166. In the event of an outlying Company, for which an additional Instructor has been authorised, being moved to the Head-Quarters of the Corps, or to within five miles of the Head-Quarters, the fact will be reported to the War Office through the General Officer Commanding, with a view to the reduction of the number of Instructors authorised. Reduction of numbers authorised.

167. Corps of Light Horse or Mounted Rifle Volunteers not entitled to the services of an Adjutant will be allowed one Instructor to each Troop or Company. Mounted Corps.

168. The number of Instructors to be allowed on the Staff of Administrative Regiments will be as fixed in each case by the Secretary of State. The full number of Instructors under the scale given in para. **160** will not ordinarily be necessary for adjacent Corps belonging to the same Administrative Regiment. Proportion of Instructors for Administrative Regiments.

169. The Commanding Officer of an Administrative Regiment may remove an Instructor from one Corps to any other Corps of the Regiment in which his services may be required; or he may, without removing him, employ him in drilling other Corps of the Regiment to which no Instructors have been posted. Employment with other Corps in Administrative Regiments.

170. Previously to giving orders for thus removing or employing an Instructor, the Commanding Officer will apply to the General Officer Commanding for authority, and for a route. In both cases the actual travelling expenses necessarily incurred in accordance with the Regulations laid down for Non-commissioned Officers of the Army will be admitted as a charge against the public.

171. When a Serjeant Instructor is to visit a Corps periodically, say once a week, for a given period, one route for such period will be sufficient, provided that the period does not exceed three months. When the Instructor is to return on the same day a route will not be necessary. If a Non-commissioned Officer marches in one day a distance of not less than 10 miles, or if he proceeds in one day by railway, steamboat, or other public conveyance a distance of 20 miles or upwards, or if he proceeds in one day by railway, steamboat, or other public conveyance a distance of not less than 10, and also by road (on a march) a distance of not less than 5 miles, returning to his quarters on the same day, he will receive an allowance of 6*d.* In the case of a Non-commissioned Officer serving under his army engagement this allowance will not be payable, if he receives rations for the day at his station.

GENERAL RULES—cont[d].

172. In the case of an Instructor employed in drilling other Corps, he will, if not occupying a billet, also be allowed lodging-money at a rate of 4*d.* for each night in which he is absent from the Corps to which he is posted, in addition to his ordinary pay and allowances, provided he is certified by the Commanding Officer to have necessarily retained his lodgings at his station. When occupying a billet, the allowances payable will in such cases be as prescribed in the Mutiny Act.

173. Unless special authority for more frequent visits be obtained, the visits of an Instructor to a Corps other than that to which he is posted will be limited to once a week.

174. Charges in the Adjutant's accounts for expenses on the removal of an Instructor from one Corps to another, or his employment in drilling other Corps, will be vouched by the "route" under which the man proceeded; and in the second case a certificate from the Commanding Officer will be appended, showing that during the time in which the Instructor was employed in drilling the Corps to which he had been sent, no other Instructor at the public expense was employed with that Corps.

Quarterly Inspection of Arms.

175. The Commanding Officer of an Administrative Regiment may order a duly qualified Instructor to proceed, at the public expense, to a Corps not having a certified armourer, for the purpose of making a quarterly inspection of arms; applying to the General Officer Commanding for a route.

Illness.

176. During the illness of an Instructor, an Instructor from another Corps may be sent once a week for the purpose of drilling the Corps to which the former belongs, but no expense will be allowed against the public on this account. During the absence of an Instructor at the Schools of Gunnery or Musketry the necessary travelling expenses of an Instructor from another Corps will be borne by the public, but no such charge will be admissible in the case of absence on private affairs.

Leave of absence.

177. The leave granted to an Instructor will not exceed 28 days in the year, and in an Administrative Regiment no leave will be granted by the Officer Commanding the Corps to which the Instructor is attached, without the special or general authority of the Officer Commanding the Regiment.

Transfer from one Regiment or Corps of Auxiliary Forces to another.

178. When the General Officer Commanding a District receives an application for the transfer of a non-commissioned officer from the Permanent Staff of one regiment or Corps of Auxiliary Forces to another in the District under his command, in order to fill an existing vacancy, he may authorise the transfer, provided that the application be made with the man's own consent and that of the Officer Commanding the Regiment or Corps in which the man is then serving, and that no expense to the public is thereby incurred. The authority of the General Officer Commanding for the transfer, and the usual No. 1 Report showing the date to

GENERAL RULES—cont^d.

which the man has been paid will be annexed to the account of the Administrative Regiment or Corps to which the Non-Commissioned Officer has been transferred, in which the first charge for pay appears.

179. Every Instructor of Volunteers is subject to the provisions of the Mutiny Act and Articles of War. Mutiny Act.

180. All Instructors are to be considered as under the supervision of the Adjutant, who is required to report to the Officer Commanding the Administrative Regiment or Corps to which the man belongs any irregularity of conduct, incompetence, or want of attention which he may observe on the part of an Instructor; and the Commanding Officer, when necessary, will report the circumstances of the case to the General Officer Commanding the District. In the case of an Administrative Regiment, the Adjutant will also report such instances of irregularity to the Officer Commanding the Corps to which the Instructor is posted. Supervision.

181. When an Officer Commanding an Administrative Regiment finds it necessary to report any irregularity of conduct which has been brought to his notice by the Adjutant, his report will be accompanied by a report from the Officer Commanding the Corps to which the Serjeant Instructor is posted in regard to the man's general character and usefulness. Misconduct.

182. In the event of an Instructor being guilty of an offence of a sufficiently grave nature to induce his Commanding Officer to submit the case to superior authority, a report of the circumstances will be made forthwith to the General Officer Commanding, who will at his discretion dispose of the case, or report it to the Adjutant General. The Instructor will be kept in arrest until orders are received as to his disposal.

183. Whenever circumstances may arise rendering it necessary to try an Instructor by Court-martial the Commanding Officer will make application to the General Officer Commanding the District in regard to the assembly of the Court.

184. A Record, on W.O. Form 1666, will be kept of all offences which may be proved against an Instructor, after due investigation by his Commanding Officer. Every entry will be in the handwriting of the Officer in command of the Corps to which the Serjeant belongs or is posted. In the case of an Administrative Regiment, the Record of offences of Instructors will be open at all times to the inspection of the Adjutant, the Field Officer Commanding, and the Lieutenant-Colonel of the Sub-district. Record of offences.

185. The principal duty of an Instructor is to attend to the drill and instruction of the Corps to which he is posted, but he may also, at the discretion of the Commanding Officer, be intrusted with the custody of the Arms or Rifle Range of the Corps, or charged with such other military duties as usually devolve on a Non-commissioned Officer. *See* also para. **256.** Duties.

GENERAL RULES—cont^d.

186. He may, for example, be required to do orderly room work, to superintend the cleaning of guns, harness, and arms, and to look after clothing and accoutrements in the Regimental Store, without extra payment; but he will not be required to clean arms, and if he undertake that duty he should receive some remuneration for it from the Corps.

187. An Instructor may be required to mark at class firing, although he should ordinarily be employed at the firing point, but he should not be required to mark at private practice, or to undertake any duties at the range not being those of a Non-commissioned Officer, except with his own consent.

188. An Instructor will only be employed in recruiting for the Regular Forces at his own station. Whilst so employed he will not receive any additional allowances, but only the usual rewards payable on obtaining recruits.

189. Instructors will not be employed in receiving or disbursing the funds of a Corps.

190. Serjeant Instructors will be required to perform such military duties as may be directed by the Officer Commanding the Brigade Sub-District or Artillery Sub-District to which they may respectively belong.

Teaching drill in local schools.

191. There is no objection to Instructors imparting instruction in drill in local schools, provided that their military duties are in no way interfered with, and that their Commanding Officer's consent is given.

Special Constable.

Municipal office.

192. It is not desirable that an Instructor should be sworn in as a Special Constable; and the rules laid down in para. **100** with reference to Adjutants, as regards their holding municipal offices, apply equally to First Class Serjeant-Instructors.

Rank.

193. Serjeant-Instructors will on parade rank as senior to all Volunteer Non-Commissioned Officers.

Diary.

194. Each Instructor will keep a diary on W.O. Form 862, showing how he is employed. When he is employed in attending drill, the description of drill attended and the number of Officers and Men present will be shown.

195. The diary of the preceding week will be deposited in the Orderly Room of the Corps to which the Instructor belongs, or is attached, every Monday morning not later than 8 o'clock. In an Administrative Regiment the Officers Commanding the several Corps will forward to the Field Officer Commanding, on the 1st of each month, the diaries of the preceding month.

Serjeant-Major.

196. In every Administrative Regiment, and in every Corps having the establishment of a Regiment, Brigade, or Battalion, and not belonging to an Administrative Regiment, the Commanding Officer may appoint one of the Instructors to act as Serjeant-Major. He will receive extra-duty pay at 6*d.* a day,

GENERAL RULES—contd.

and, except in the case of a Militia-Serjeant acting as a Temporary Drill Instructor, will wear Serjeant-Major's uniform. *See also* paragraphs **221** and **251.**

197. The appointment when made will be notified to the General Officer Commanding the District, and a certificate of the date of such appointment will accompany the first charge of this extra-duty pay.

198. For any sufficient cause a Commanding Officer has authority to deprive the Instructor of his appointment as Acting Serjeant-Major, but when he finds it necessary to do so, he must notify the fact to the General Officer Commanding.

Additional pay to holders of certificatesfrom Hythe and Shoeburyness.

199. A Serjeant-Instructor who is in possession of a certificate of qualification as Serjeant-Instructor in Musketry, or who has passed through the long course of instruction at the School of Gunnery at Shoeburyness and obtained a certificate of qualification as Assistant Instructor in Gunnery, will receive 2*d.* a day in addition to the rate of pay laid down in paras. **242**, **243**, and **265.** Temporary Drill Instructors are not entitled to this additional pay. Before making the first charge for the 2*d.* a day, the Serjeant-Instructor's certificate will be transmitted to the War Office, with an application for authority to make the charge.

Numbering.

200. In Administrative Regiments, Serjeant-Instructors will on attestation or transfer be given regimental numbers. In Corps not belonging to an Administrative Regiment they will be numbered with the enrolled Volunteers.

Unauthorised offers to Non-commissioned Officer.

201. Volunteer Corps are not to attempt to induce Serjeants of the Militia, or Serjeant-Instructors of other Volunteer Corps, to quit their Regiment or Corps without the consent of the Commanding Officer of the Militia Regiment or Volunteer Corps. In any case in which it may be proved that offers of this kind have been made, the General Officer Commanding will refuse his consent to the appointment of the Non-commissioned Officer concerned.

Medical attendance.

202. The Permanent Staff of the Volunteer Force (including transfers from the Army and Royal Marines) are not entitled to the attendance of a Military Medical Officer; but an allowance of 2*d.* a week for each person, in aid of medical attendance, will be granted on account of the Staff and their families. This allowance will be paid by the Adjutant to the Medical Attendant, and charged in his accounts. The charge must be vouched by the Adjutant's Certificate of the actual number of persons for whom the allowance is strictly chargeable, and by the receipt of the Medical Attendant, whether he be the Medical Officer of Volunteers or a Private Practitioner. The term "family" will, in the case of an Adjutant, include wife, sons under 16 years of age, and unmarried daughters; and in the case of a Serjeant-Instructor, wife, and children under 16 years of age.

GENERAL RULES—contd.

203. Para. **202** will apply also to Non-commissioned Officers of the Militia and First Class Army Reserve attached as Drill Instructors to Administrative Regiments or Corps of Volunteers, under the Secretary of State's authority.

Admission into hospital.

204. Instructors will in extreme cases, which will be decided by the Senior Local Military Medical Officer, be granted admission to Military Hospitals, and receive the usual medical comforts, diet, &c. furnished by Medical Regulations. The stoppage which will be levied from such Instructors during the period of their being in hospital will be in the case of men serving under their Army engagement 7*d.*, in other cases 1*s.* a day.

Medical Attendance, Non-commissioned Officer of the Army temporarily attached.

205. When a Non-commissioned Officer or Soldier of the Regular Forces is attached as a Temporary Drill Instructor for any period likely to exceed one month, to an Administrative Regiment or Corps of Volunteers at a station where there is no Army Medical Officer, or where, if one be present his services, owing to distance, cannot be made available, it will rest with the Officer Commanding the Corps to which he is attached, to obtain the services of a Private Medical Practitioner, if practicable, at the following weekly rate, viz.—

For each person 2*d.*; to include any medicine supplied.

Under ordinary circumstances, no claim for medical attendance will be entertained, unless made in conformity with this rate, and submitted quarterly on W.O. Form 154, to the Under Secretary of State for War, but where exceptional circumstances have arisen to necessitate a departure from these instructions, full explanation must be given in each case, and particulars furnished on W.O. Form 296.

206. Adjutants of Volunteers who have in their payment Non-commissioned Officers or Soldiers of the Regular Forces attached as above will not include any charge on account of Medical Attendance on these men or their families in the Volunteer Accounts. The duty of settling with the Private Medical Practitioners so employed will be undertaken by the local Paymaster.

Horse allowance for Mounted Volunteer Corps.

207. In consideration of the Serjeant-Instructor of a Light Horse or Mounted Rifle Volunteer Corps having to be mounted by the Corps whenever he is engaged on mounted duties, an allowance of 2*s.* per diem for any period not exceeding six months in the year is granted to the Corps for each Instructor who has been duly appointed under the authority of the General Officer Commanding. Any charge against the public in the Adjutant's accounts under this head will be vouched by a certificate from the Commanding Officer that the amount charged has been expended upon the ervice on account of which it is granted.

Army Schools.

208. The children of the Permanent Staff of the Volunteer Force are entitled to the privilege of being admitted gratuitously to Army Schools.

TEMPORARY DRILL INSTRUCTORS—contd.

209. In any correspondence respecting an Instructor care will be taken to describe accurately his precise status, *i.e.*, whether he is (*a*) a Temporary Drill Instructor; (*b*) a Transfer from the Regular Forces completing his Army Service; or (*c*) a Non-commissioned Officer discharged from the Army and attached as a first or second class Serjeant Instructor as the case may be. Correspondence.

II.—TEMPORARY DRILL INSTRUCTORS.

210. Non-commissioned Officers of Brigade Depôts, and Serjeants of the Permanent Staff of Disembodied Militia, may be temporarily detached for duty as Drill Instructors of Rifle Volunteers in their Sub-Districts, in lieu of Permanent Serjeant-Instructors. Such temporary Drill Instructors should, as far as possible, be employed in the case of Volunteer Corps stationed at the Head-Quarters of a Brigade Depôt or Regiment of Militia. Militia Serjeants who have not been attested for general military duties in the Sub-District will only be employed with their own consent as Drill Instructors of Volunteers. From Brigade Depôt or Militia.

211. When the services of a Serjeant of a Brigade Depôt or Militia Regiment are required, the Commanding Officer of the Administrative Battalion or Corps of Rifle Volunteers concerned will apply to the Lieutenant-Colonel of his Sub-District, stating the number of Instructors authorised by the Secretary of State for his Battalion or Corps, and the number already employed. The Lieutenant-Colonel of the Sub-District will then, if he sees no objection, and if the authorised number of Instructors be not thereby exceeded, authorise the man's employment till further orders (having previously, in the case of a Militia Serjeant, obtained the consent of his Commanding Officer). Mode of applying for.

212. No Extra-Duty Pay (except as provided in paras. **213**, **215**, and **216**) will be granted to Non-commissioned Officers either of the Regular Forces or Militia employed as Drill Instructors to Volunteers; but they will be granted separation allowances when entitled thereto under Army Regulations, and will be allowed the usual travelling expenses on joining and returning. No Extra-Duty Pay.

213. Non-commissioned Officers of Royal Artillery and of Militia, who were actually employed under authority before 26th July 1874 as Temporary Drill Instructors of Volunteers, will be allowed to retain the Extra-Duty Pay of which they have hitherto been in receipt as long as they continue to be so employed, but will not during such period draw separation allowances. Men employed under old regulations.

214. The Regimental Pay of the Non-commissioned Officers of Royal Artillery referred to in the preceding paragraph will be charged in the Volunteer Accounts, and their arms, clothing, and accoutrements will be taken on charge, demanded, and accounted for in the same manner as prescribed in paras. **247** to **251** for the clothing and accoutrements of Non-commissioned Officers of

TEMPORARY DRILL INSTRUCTORS—cont[d].

Royal Artillery transferred to the Volunteer Force. They will wear the clothing of the rank they actually hold in the Royal Artillery, except when appointed to act as Serjeant-Major (*see* para. **196**).

Extra-Duty Pay for evening drill.

215. Non-commissioned Officers of the Regular Forces who are performing the duties of their own Corps during the day will, if employed in drilling Volunteer Corps in the evening, be granted Extra-Duty Pay at 2*d.* for each hour they are so employed, provided the amount does not exceed 1*s.* on any one evening.

216. The authority for the employment of a Militia Serjeant will not ordinarily extend to any period of preliminary drill or training of his Regiment; but if during such period a Militia Serjeant should, with his Commanding Officer's consent, be specially allowed, after discharging his duties with his Regiment throughout the day, to drill the Volunteer Corps with which he has been employed during the evening, he will for each such evening receive Extra-Duty Pay at 2*d.* an hour, provided the amount does not exceed 1*s.* on any one evening.

217. The charges authorised by paras. **215** and **216** will be vouched as follows :—

(*a.*) By a certificate from the Officer Commanding the Volunteer Corps, or the Adjutant, showing the hours from and to which the Non-commissioned Officer was actually employed on each evening.

(*b.*) By the receipt of the Non-commissioned Officer.

Uniform of Militia Serjeants.

218. A Militia Serjeant when drilling a Volunteer Corps will wear the uniform of his own regiment.

Extra-Duty Pay, Royal Engineer Instructors.

219. In accordance with the Royal Warrant of 14th July 1874, a Non-commissioned Officer of Royal Engineers employed as Drill Instructor of Engineer Volunteers is entitled to Extra-Duty Pay at 2*s.* a day, in addition to Regimental Pay. He is also entitled to a billet or lodging, or to the regulated allowance in lieu thereof. The Extra-Duty Pay is not admissible when the Non-commissioned Officer is absent from duty on leave or on account of sickness, but he will not be deprived of his ordinary allowances.

220. The Regimental as well as the Extra-Duty Pay of these men will appear in the Volunteer Accounts, and the first charge will, therefore, be vouched in all cases by the usual "No. 1 Report."

Clothing of Royal Engineer Instructors.

221. A Non-commissioned Officer of Royal Engineers employed as a Drill Instructor of Engineer Volunteers will wear the uniform of the rank he actually holds in the Royal Engineers, except when appointed by the Commanding Officer to act as Serjeant-Major, when he will be supplied with Serjeant-Major's clothing (*see* para. **196**).

Army Reserve men.

222. Men of the First Class Army Reserve who have had not less than two years' service as Non-commissioned Officers in the

TEMPORARY DRILL INSTRUCTORS—contd.

Army may also, when not required for duty under the conditions of their service, be employed as Temporary Drill Instructors to Volunteers; applications for their employment being first made to the General Officer Commanding. Whilst so employed they will receive pay and allowances at the following daily rates:—

	If the Non-commissioned Officers' whole time is given to the Battalion.		If the Non-commissioned Officers have any other occupation.	
	s.	d.	s.	d.
Pay - - -	1	8	0	6
Allowance in lieu of lodgings	0	4	0	4
Allowance in lieu of clothing	0	2	0	2

such rates being those fixed for a Serjeant Instructor by para. **265,** subject to a deduction of 4*d.* a day on account of Army Reserve Pay. The clothing allowance will, however, in the case of men attested or re-attested after the date of these Regulations be granted, subject to the conditions laid down in para. **245.** The first charge of this pay and allowances will be vouched by the General Officer's authority, and when the higher rate is charged it will in all cases be vouched by a certificate from the Commanding Officer that the man has not followed any other occupation.

[*See* paras. 205 and 206 respecting Medical Attendance on Temporary Drill Instructors from the Regular Forces.] Medical Attendance.

III.—TRANSFERS FROM THE ARMY.

223. If it be desirable that a vacancy for an Instructor be filled by transferring to the Regiment or Corps a Non-commissioned Officer of the Army, the Lieutenant-Colonel of the Sub-District will take the necessary steps for obtaining the services of a Non-commissioned Officer of not less than 17 years' service, and will, after communicating with the man's Commanding Officer as to his qualifications as a Drill Instructor, submit the case to the General Officer Commanding, who will authorise the transfer, or if the Non-Commissioned Officer belongs to the Royal Marines, or is not serving in his District, will apply to the Adjutant-General for authority for the transfer. Selection of Candidate and Service required.

224. The letter of recommendation for the transfer of a Non-commissioned Officer to the Volunteer Force will state whether the candidate has been through the regular course of instruction at the School of Gunnery or Musketry, and if so, whether he obtained a certificate of qualification as Assistant Instructor in Gunnery, or Serjeant-Instructor of Musketry; also whether he has gone through a course of instruction in the care and repair of the Snider rifle, and has obtained a certificate as a quali- Recommendation.

TRANSFERS FROM THE ARMY—contd.

fied Armourer. The following documents will accompany the recommendation:—

(*a.*) Record of service.

(*b.*) Descriptive Return (W.O. Form 329), containing a certificate as to the man's qualification for a Drill Instructor.

Armourer's certificate.

225. If the man has not a certificate as a qualified Armourer it will be stated on the recommendation whether the Commanding Officer considers that the Administrative Regiment or Corps has a sufficient number of certified Armourers to ensure a due inspection and care of the arms, and, if not, at what time of the year it would be convenient to send the man to the Royal Small-Arms Establishment at Birmingham (*see also* para. **495**).

226. Except under the circumstances mentioned in paragraph **227**, the necessary order for a Serjeant-Instructor to proceed to Birmingham will be given by the General Officer Commanding, the man being directed to report himself to the Assistant Superintendent, Royal Small-Arms Establishment, on a Saturday. A route will be issued.

School of Gunnery or Musketry.

227. If the Serjeant-Instructor has not gone through a course of instruction at the School of Gunnery or Musketry, and the Lieutenant-Colonel of the Sub-District recommends his doing so, the General Officer Commanding will, after approving the appointment, report to the War Office the desirability of the man being ordered to Shoeburyness or Hythe, and the period of the year at which his services can best be spared. It will at the same time be stated whether the man holds a certificate as a qualified Armourer, in order that, if expense would be thereby saved, orders may be given by the War Office for the man to proceed to Birmingham on going to or returning from Hythe or Shoeburyness.

Cavalry School.

[*See* para. **351** with reference to Serjeant-Instructors of Light Horse or Mounted Rifle Volunteers attending the Cavalry School of Instruction.]

Continuance of service under Army engagement.

228. Under the provisions of section 10 of the Army Enlistment Act (33 & 34 Vict. cap. 67.), Non-commissioned Officers of the Regular Forces transferred to Administrative Regiments or Corps of Volunteers as Serjeant-Instructors will be permitted to continue to serve with the Volunteers under their Army engagement, after they shall have completed 21 years' service. On final discharge they will receive any increased pension to which they may be entitled by Royal Warrant.

Non-commissioned Officers from Royal Marines.

229. Non-commissioned Officers of the Royal Marines (Artillery and Light Infantry) are eligible to be transferred to the Volunteer Force for completion of service under the same regulations as Non-commissioned Officers transferred from the Army. Those transferred from the Royal Marine Light Infantry will wear

TRANSFERS FROM THE ARMY—contd.

the uniform of the Administrative Regiment or Corps to which they are transferred; those from the Royal Marine Artillery will continue to wear the Royal Marine uniform.

230. Non-commissioned Officers of the Army Service Corps may be transferred to be Serjeant-Instructors of Volunteers, when qualified by previous service in the respective arms. When so transferred they will receive the rate of pay laid down in para. **242** for the arm of the Service to which they are transferred. Non-commissioned Officers from Army Service Corps.

231. Regimental Serjeant-Majors and Quartermaster-Serjeants will, should they desire it, be permitted to be transferred, for completion of service, as Serjeant-Instructors on the Permanent Staff of the Volunteer Force; but, during such period, they will not be entitled to a continuation of their Army pay and allowances as Serjeant-Majors or Quartermaster-Serjeants. They will, however, retain their claim to the pension of those ranks on final discharge. Transfer of Serjeant-Majors and Quartermaster Serjeants.

232. The transfer of other Staff and Colour-Serjeants, or of Battery or Troop Serjeant-Majors, will only be sanctioned on their reverting, with their own consent, to the position of ordinary Serjeants. Transfer of other Staff and Colour-Serjeants.

233. Non-commissioned Officers of the Regular Forces transferred for duty with the Volunteer Force will be borne as Supernumerary in the Army, and the particular Regiment to which they belong will be shown opposite their names in the Volunteer Returns. To be borne as Supernumerary.

234. These Non-commissioned Officers will not be removed from the Volunteer Force and sent back to the Army without the special sanction of the Officer Commanding-in-Chief; and they will, under ordinary circumstances, only be liable to be sent back for misconduct or inefficiency. Removal from Volunteer Force.

235. Whenever the Commanding Officer of an Administrative Regiment or Corps of Volunteers wishes to dispense with the services of any such Non-commissioned Officer, he will apply to the General Officer Commanding the District, through the prescribed channel of communication, for leave to do so, stating his reasons for the application, and reporting at the same time any offence of which the Non-commissioned Officer may have been guilty. Should he have committed a breach of discipline he will be placed under arrest, and a distinct charge, with summary of evidence, will be forwarded.

236. A Regimental Serjeant-Major or Quartermaster-Serjeant of the Regular Forces who has been transferred, will not be permitted to revert to his Line Regiment, except in the case of misconduct resulting in reduction to the ranks. Restriction as to reverting to Line.

237. If the Volunteer Corps, or Administrative Regiment of Volunteers to which a Non-commissioned Officer of the Transfer to other Corps.

TRANSFERS FROM THE ARMY—cont^d.

Regular Forces has been transferred should, from any sufficient cause, cease to require his services before he has completed the period of service entitling him to be discharged, he will be posted to another Corps or Administrative Regiment of Volunteers.

Voluntary return to Regular Forces.

238. If a Serjeant-Instructor transferred from the Regular Forces should wish to return to his Regiment he can only be paid as a Private, unless or until there be a vacancy in a higher rank.

Discharge.

239. If a Serjeant-Instructor, on completing his Army Service, does not wish to renew his engagement, the Commanding Officer may discharge him on the date of his discharge from the Army; a report being made, through the usual channel, to the General Officer Commanding.

240. It is not necessary that a Serjeant-Instructor, on completion of his service in the Regular Forces, should proceed to his Regiment to appear before a Regimental Board.

241. Non-commissioned Officers and others of the Regular Forces transferred for service on the Staff of the Volunteer Force, are not entitled under any circumstances to receive the sum of 1*s.* a day for 20 days allowed to be paid, under Army Regulations, to soldiers discharged to pension.

Pay.

242. In accordance with the Royal Warrant of 14th July 1874, Non-commissioned Officers transferred to Administrative Regiments or Corps of Volunteers as Serjeant-Instructors will receive pay at the rate fixed for Serjeants of Garrison Artillery in the case of men serving with Artillery Volunteers, at that fixed for Serjeants of Cavalry of the Line in the case of men serving with Light Horse and Mounted Rifle Volunteers, and at that for Serjeants of Infantry of the Line in the case of Rifle Volunteers. Such pay will be issued from the date of their transfer to the date on which pension shall be awarded to them on completion of their Army Service, unless previously discharged or ordered to rejoin their Regiments. Non-commissioned Officers and others in receipt of Re-engaged Pay when transferred to serve with the Auxiliary Forces will receive 1*d.* a day in addition to the rates of pay above laid down.

243. Non-commissioned Officers of Royal Marines transferred to serve with the Volunteer Force will receive the same rates of pay as those transferred from the Army.

Pay certificate on transfer.

244. The Adjutant will receive from the Paymaster of the Regiment from which the men are transferred a "No. 1 Report," showing—

(*a.*) The date to which pay has been issued by him.

(*b.*) Whether the men are in receipt of re-engaged pay.

(*c.*) Whether they are borne on the Married Roll of their Regiments.

TRANSFERS FROM THE ARMY—cont[d].

This "No 1. Report" will be annexed as a voucher to the Volunteer Accounts, in which the first charge for the men's pay at the foregoing rates is made.

245. A clothing allowance of 2*d.* a day will be allowed for each Non-commissioned Officer transferred to Light Horse, Mounted Rifle, or Rifle Volunteer Corps. If the clothing is provided by the Administrative Regiment or Corps, the allowance may be charged in the Volunteer Accounts, vouched by the receipt of the Commanding Officer, and, in the case of a Corps, by that of the three members of the Finance Committee, to whom jointly with the Commanding Officer the capitation grant is issued. If the clothing is provided by the man the money may be paid to him, and will be charged in the Volunteer Accounts, vouched by a certificate from the Officer Commanding that clothing is not provided by the Corps, and by the man's receipt. In the case of Non-commissioned Officers of Royal or Royal Marine Artillery, no allowance will be granted, as the men will wear the Royal or Royal Marine Artillery uniform. Clothing Allowance.

246. Non-commissioned Officers of the Army (except Royal or Royal Marine Artillery) will be clothed in the uniform of the Corps or Administrative Regiment to which they are transferred, immediately on joining, and their Army clothing, unless it has been worn the prescribed period, will be returned to their Regiment. Clothing, arms, and accoutrements.

247. The Clothing, Arms, and Accoutrements of Non-commissioned Officers of Royal Artillery and Royal Marine Artillery transferred to the Volunteer Force will be taken on charge and accounted for by the Commanding Officers of the Administrative Brigades or Corps to which the men are transferred or attached. The Arms and Accoutrements will be accounted for in the Equipment Ledger of the Administrative Brigade or Corps furnished to the Commissary-General, Royal Arsenal, Woolwich; but no annual account for clothing will be necessary, if the articles last supplied and the dates of supply, as well as the name of the man for whom the demand is made be shown in the requisition referred to in para. **249.**

248. These Non-commissioned Officers will only take with them their clothing, and the Commanding Officer of the Administrative Brigade or Corps to which they are transferred will demand Cavalry swords and buff sling belts for them.

249. In the case of men of the Royal Artillery, requisitions for new Clothing or Accoutrements, or for Swords, will be made by Commanding Officers:—

(*a.*) For Clothing, on the Director of Clothing, Royal Army Clothing Depôt, Pimlico.

(*b.*) For Swords and Accoutrements, on the Senior Ordnance Store Officer of the District on which the Brigade or Corps is dependent for its supplies.

In the case of men belonging to the Royal Marine Artillery, the requisitions will be made—

(*a.*) For Clothing, on the Commandant of Royal Marine Artillery, Portsmouth.

(*b.*) For Swords and Accoutrements, on the Senior Ordnance Store Officer of the District.

250. Serjeants' Clothing will be demanded in all those cases in which Non-commissioned Officers are transferred, either from the Royal Artillery, or from the Royal Marine Artillery.

251. If a Non-commissioned Officer of Royal Artillery or Royal Marine Artillery is appointed Serjeant-Major, he will be supplied with Serjeant-Major's clothing, sword, and accoutrements at the public expense. (*See* para. **196.**)

Allowances.

252. Non-commissioned Officers transferred to the Volunteer Force will be entitled to the following allowances until the completion of their service in the Army or Royal Marines:—

(*a.*) To a free Ration in kind, when not in receipt of any other allowances instead of Rations, or to an allowance of 6*d.* a day in lieu thereof, subject to the rules in force in the Regular Forces. They may, however, choose whether they will receive the Ration in kind, at stations where it can be supplied, or the money allowance in lieu thereof, on the understanding that they adhere to their choice, unless a change should be specially sanctioned by the Surveyor-General of the Ordnance.

(*b.*) To a hot Meal, under the usual conditions, while on the march.

(*c.*) To an allowance of 6*d.* a day in lieu of rations for each day absent on ordinary or sick furlough.

(*d.*) To the same separation allowance for their wives and families, when the men are absent from their homes on duty, as is granted to the wives and families of men serving in the Regular Forces; provided that they were on the Married Roll of their Regiments, or married with leave prior to their transfer to the Volunteer Force, or that their marriage has received the subsequent approval of the Lieutenant-Colonel of the Sub-district.

(*e.*) To a Lodging allowance, when not provided with quarters, of 6*d.* a day if on the Married Roll or married with approval, as laid down above in (*d*), so long as they are completing Army Service; or of 4*d.* a day, if not on the Married Roll.

TRANSFERS FROM THE ARMY—contd.

(*f.*) To commuted Fuel and Light allowance when in barracks or Government buildings where issues in kind are not made, viz. :—

	Daily throughout the Year.
Where not less than two or more than 12 Non-commissioned Officers, or men, are accommodated in the same room - - -	4*d.*
For each Non-commissioned Officer or man over 12 accommodated in the same room - -	$\frac{1}{3}$*d.*
For any one Non-commissioned Officer or man compelled by the requirements of the Service to occupy a whole room - - -	3*d.*

The rates will be the same both for married and single men.

(*g.*) To a Lodging allowance of 4*d.* a day when employed on duty away from their homes and not provided with a billet at the place of employment. They will at the same time be allowed to retain their quarters, or continue in receipt of lodging allowance in lieu thereof at their Head-Quarters, provided they are certified to have necessarily retained their lodgings.

253. A Married Roll of Sergeant-Instructors completing their Army Service, who are married with leave, will be appended to the Adjutant's half-yearly account.

IV.—NON-COMMISSIONED OFFICERS WHO HAVE BEEN DISCHARGED FROM THE ARMY.

Mode of appointment.

254. Applications for the appointment as Serjeant-Instructors of Non-commissioned Officers who have been discharged from the Regular Army will in every case be submitted for the approval of the General Officer Commanding, through the usual channel, by the Commanding Officer of the Corps, or Administrative Regiment, to which it is proposed that the Serjeant-Instructor should be appointed.

Qualifications.

255. The qualifications required for candidates for the appointment of Serjeant-Instructor are as follows:—

For Light Horse and Mounted Rifle Volunteers.

(*a.*) Service in the Cavalry of the Regular Forces. Such service must amount to five years, and must include two years' service as a Non-commissioned Officer.

(*b.*) A competent knowledge of Cavalry Drill.

(*c.*) A good character, established by satisfactory testimonials.

For Artillery Volunteers.

(*a.*) Service in the Royal or Royal Marine Artillery. Such service must amount to five years, and must include two years' service as a Non-commissioned Officer.

NON-COMMISSIONED OFFICERS DISCHARGED FROM THE ARMY—cont[d].

(*b.*) A competent knowledge of Infantry Drill.
(*c.*) " " Garrison Gun Drill.
(*d.*) " " Standing Field Gun Drill.
(*e.*) " " the use of Artillery Machines.
(*f.*) A good character, established by satisfactory testimonials.

For Rifle Volunteers.

(*a.*) Service in the Army or on the Permanent Staff of the Militia. Such service must amount to five years, and must include two years' service as a Non-commissioned Officer.
(*b.*) A competent knowledge of Infantry Drill.
(*c.*) A good character, established by satisfactory testimonials.

Classification.

256. Serjeant-Instructors appointed from men who have been discharged from the Regular Forces are divided into two classes :—

(*a.*) First Class Serjeant-Instructors, who are not permitted to engage in any trade or civil occupation. [*See* however para. **191** as to drilling local schools.]

(*b.*) Second Class Instructors, who are permitted by their Commanding Officers, with the approval of the General Officer Commanding, to work at a trade or follow some other occupation (not being that of a publican), on the express understanding that they are at all times available for the public service, and that the trade or occupation is not to interfere in any way with their duties.

Recommendation.

257. A letter of recommendation for the appointment of Serjeant-Instructor of Volunteers will state whether the candidate has been through the regular course of instruction at the School of Gunnery or Musketry, and if so, whether he obtained a certificate of qualification as Assistant Instructor in Gunnery or Serjeant-Instructor of Musketry ; also whether he has gone through a course of instruction in the care and repair of the Snider rifle, and if he is in possession of a certificate as a qualified Armourer. The recommendation will be accompanied by the following documents :—

(*a.*) Testimonials as to character and knowledge of drill.

(*b.*) A certified copy of the Regimental Record of Service.

(*c.*) In case of a Pensioner, a letter from the Staff Officer of Pensioners of the District in which the candidate is living, containing a statement of the man's character up to a recent date, a recommendation for his appointment as Serjeant-Instructor, and a statement that he does not belong to, or if appointed, will be discharged from, the Enrolled Pensioner Force.

Approval of appointment.

258. The approval of the appointment will rest with the General Officer Commanding, and the appointment will bear date

NON-COMMISSIONED OFFICERS DISCHARGED FROM THE ARMY—cont^d.

from the date of such approval. Commanding Officers will bear in mind that no claim for pay will be admissible on account of any man employed without, or in anticipation of due authority.

259. The regulations laid down in paras. **225** to **227** as regards sending Serjeant-Instructors to the Schools of Gunnery or Musketry, or to the Royal Small-Arms Establishment at Birmingham, apply to Serjeant-Instructors who have taken their discharge from the Army equally with Non-commissioned Officers who are transferred to the Volunteer Force to complete their Army service. With regard to travelling and allowances at Schools of Instruction, see also para. **269.** Schools of Instruction.

260. On receipt of the approval of the General Officer Commanding, the Commanding Officer will cause the man to be attested before a Magistrate or Deputy Lieutenant of the County for five years' service, or, if any special circumstances should render such a course desirable, for such shorter period (not being in any case less than one year) as may be considered desirable. Attestation.

261. A similar course will be adopted, without special sanction from the General Officer Commanding, in the case of a Serjeant-Instructor wishing to continue his service after the expiration of the period for which he had been previously attested, or, in the case of a Non-commissioned Officer transferred from the Regular Forces, on the expiration of his Line Service. In the former of these cases the Attestation should take place on the day succeeding the date of the completion of the period of service, and in the latter on that succeeding the date of discharge from the Regular Forces, or as soon after as possible.

262. The Attestation or re-Attestation will be on W.O. Form 1665, and will be kept at the Head-Quarters of the Corps or Administrative Regiment to which the Serjeant-Instructor has been appointed. In an Administrative Regiment care must be taken to attest the man for the Permanent Staff of the Regiment, and not for the Corps to which he may happen to be posted.

263. The fee of 1*s.* on Attestation, and the fee of 2*s.* 6*d.* for Medical Examination, if no Military Medical Officer is available for the duty, may be paid and charged in the Adjutant's accounts; in the event of the latter charge being made, it must be vouched by a Certificate stating that no Military Medical Officer was available. The regulated travelling expenses of a Serjeant-Instructor proceeding for Attestation, or for Medical Inspection with a view to Attestation, will be allowed when incurred.

264. The attention of a Serjeant-Instructor will, on Attestation or re-Attestation, be specially called to the terms of the question as to his willingness to perform such military duties as may be directed by the Lieutenant-Colonel of the Sub-District to which he may belong (*see* para. **190**).

NON-COMMISSIONED OFFICERS DISCHARGED FROM THE ARMY—cont^d.

Pay and allowances.

265. The pay and allowances of Serjeant-Instructors who have been discharged from the Regular Forces will be at the following daily rates:—

	First Class.		Second Class.	
	s.	*d.*	*s.*	*d.*
Pay - - - -	2	0	0	10
Allowance in lieu of lodgings -	0	4	0	4
" " clothing -	0	2	0	2

But, in the case of an Instructor attested or re-attested after the date of these Regulations, the clothing allowance will be issued subject to the conditions laid down in para. **245.**

266. The first charge of pay for a Serjeant-Instructor who has been discharged from the Army, except in the cases mentioned in para. **261**, will be vouched by the original authority of the General Officer Commanding for his appointment.

267. Serjeant-Instructors who complete their service in the Regular Forces and are attested for further service in the Volunteers, may receive pay and allowances at the rates given in para. **265** for such period as necessarily elapses between the termination of their regular service and their attestation, provided that the service be continuous.

268. A Serjeant-Instructor's pay will be issued by, and charged in the accounts of, the Adjutant of the Corps or Administrative Regiment to which the Non-commissioned Officer belongs, and will be issued, as far as practicable, weekly in arrear.

269. When a Serjeant Instructor who has been discharged from the Army is ordered to attend the Schools of Gunnery or Musketry, the School of Instruction for Auxiliary Cavalry, or the Royal Small-Arms Establishment, Birmingham, a route will be issued for the journey; and whilst under instruction he will be entitled—

a. To rations at the contract value.

b. To quarters, or an allowance of 4*d.* a-day in lieu of lodging, fuel, and light, if no quarters be available. He will at the same time be allowed to retain his quarters, or continue in receipt of lodging allowance in lieu, at his head-quarters, provided he is certified to have necessarily retained his lodgings.

c. To separation allowances, if married, for his wife and family, subject to the ordinary rules of the Service.

Not to be retained after 60.

270. A Serjeant-Instructor will not be retained after 60 years of age without the special sanction of the General Officer Commanding.

Discharge on completion of service.

271. If a Serjeant-Instructor, on the expiration of the period for which he has been attested, does not wish to renew his engagement, the Commanding Officer may discharge him on the day on which he completes his period of service. The date of such discharge will be reported, through the usual channel, to the General Officer Commanding.

NON-COMMISSIONED OFFICERS DISCHARGED FROM THE ARMY—contd.

272. Whenever it is the wish of a Commanding Officer to discharge a permanent Instructor before the completion of his period of service, he will, in applying to the General Officer Commanding for authority to discharge the man, state fully the reasons which induce him to do so.

Discharge before completion of service.

273. Serjeant-Instructors who have been discharged from the Army, and who have engaged to perform all military duties required of them within the Sub-District, in accordance with para. **264**, will be granted for such days as they may be so employed the usual ration of provisions, where a contract exists for their supply, subject to a stoppage of 4*d.* a ration; they will also be entitled, when absent on such duty from their Permanent Station, to the allowances and privileges granted by para. **252** (*d*) and (*g*) subject to the conditions therein laid down.

Allowances, Non-commissioned Officer engaged for general duty.

274. Those who have not engaged to perform general military duties within the Sub-District will not be employed upon duties other than those connected with their Regiments or Corps, except with their own consent; when so employed they will be granted the allowances mentioned in the preceding paragraph.

Non-commissioned Officers not attested for general duty.

275. Charges made in accordance with these directions will be vouched by certificates showing the several dates of employment and the nature of the duties on which the men were employed.

276. A copy of the Royal Warrant, dated the 25th February 1875, relative to Gratuities, and an extract from the Royal Warrant, dated 6th September 1876, as amended by the Royal Warrant of 9th July 1877, relative to Special Pensions and increases of Line Pension on discharge to Non-commissioned Officers and others are printed in the Appendix (pages 196 and 197).

Pension and gratuity on discharge.

277. A Serjeant-Instructor discharged on reduction of establishment, or at his own request, will have no claim to gratuity on discharge.

278. When application is made to the War Office for a pension, or gratuity, or increase of Line Pension for a Non-commissioned Officer, on discharge from the Volunteer Force, a duplicate of the Discharge Certificate given by the Commanding Officer to the man (W.O. Form 1597) will be forwarded with the application, and the Commanding Officer will take care that the Serjeant-Instructor concerned is not employed, or kept on pay at the public expense, for any day subsequent to the date of his discharge.

279. In the event of a Serjeant-Instructor who has received a Pension or increase of Line Pension on discharge from the Permanent Staff of the Auxiliary Forces, being re-engaged, he will cease, during the period of his re-employment on the Permanent Staff, to draw such Pension or increase of Line Pension.

SECTION 9.—OFFICERS.

I. Appointment, Promotion, and Resignation.
II.—Examination.
III.—Schools of Instruction.
IV.—Attachment to Regular or Militia Regiments.
V.—Examination of Officers who are instructed by the Permanent Staff of their Regiment.

I.—APPOINTMENT, PROMOTION, AND RESIGNATION.

Lord Lieutenants' recommendation.

280. The Lord Lieutenant of a county will recommend to the Secretary of State, for submission to Her Majesty, the names of candidates for first appointments as subalterns. Candidates must not be less than 17 years of age.

Commanding Officers to aid Lord Lieutenants in selecting candidates.

281. Commanding Officers of Administrative Regiments and Corps will render the Lord Lieutenant every assistance in their power, if required to do so, in the selection of gentlemen for first appointment as subalterns. When a Corps of one county belongs to an Administrative Regiment of another county, the Officer commanding the Corps makes recommendations of first appointments to the Lord Lieutenant of the county to which the Corps belongs, forwarding the letter, however, through the Officer commanding the Administrative Regiment.

Form to accompany recommendation.

282. In order to enable the Secretary of State to judge of the qualifications of a candidate for appointment, the Lord Lieutenant will forward with his recommendation War Office Form 858, giving the name, age, height, residence, place of education, and occupation or profession of the Candidate, and the rank and Corps to which it is proposed to appoint him. The form must contain a medical certificate as to the fitness of the Candidate in point of health for the appointment, and a satisfactory certificate of good moral character.

Notification of vacancy.

283. A vacancy for a first appointment as Subaltern will be notified by the Secretary of State to the Lord Lieutenant of the county, by letter addressed to him by post.

284. If a Lord Lieutenant should fail to recommend a person approved by Her Majesty within 30 days after the date of the letter notifying a vacancy to such Lord Lieutenant, the power of recommendation will lapse, and the Secretary of State will direct the Commanding Officer to recommend to him a person to fill the vacancy, the recommendation being accompanied by the statement and certificates on War Office Form 858.

Establishment.

285. The establishment of Officers is fixed by the tables at pp. 4 to 8 of these Regulations, and the rules as to Second Lieutenants will be found in paras. **23** and **24.** The names of candidates recommended for appointment as Supernumerary

APPOINTMENT, PROMOTION, AND RESIGNATION—contd.

Second Lieutenants will in all cases be submitted through the Lord Lieutenant of the county.

Sub-Lieutenants.

286. Officers appointed to the rank of Sub-Lieutenant under previous Regulations may be recommended for promotion to be Lieutenants as soon as they have passed the prescribed examination (para. **319** to **322**). Their commissions as Lieutenants will bear the date of their first appointment to the Volunteer Force. Sub-Lieutenants will take precedence of all Second Lieutenants.

Oath of allegiance.

287. Officers on receiving their commissions are required, under the provisions of Section 6 of the Volunteer Act, 1863, to take the oath of allegiance, notwithstanding that they may have already taken that oath on enrolment as Volunteers.

General rule as to promotion.

288. Promotion in the Volunteer Force cannot always be conducted according to a Regimental system. In the interests of particular Regiments, Corps, or Companies it may be necessary to promote or appoint Officers who are not next in seniority, or who have not served in the lower ranks. The discretion of Commanding Officers must, therefore, be exercised in submitting the names of fit and proper persons.

Recommendations through General Officer Commanding.

289. All cases of promotion and all cases of appointment as Field Officer or Captain will be submitted by the Commanding Officer, who, in each case, will send his recommendation (accompanied, in the case of appointments, by W.O. Form 858 referred to in para. **284**), through the General Officer commanding the district. The General Officer will forward it to the Adjutant-General with his opinion as to the eligibility of the Officer recommended for promotion or appointment.

Supersession.

290. When recommending a promotion or appointment by which any Officer will be superseded, the Commanding Officer will state in writing the circumstances which have induced him to do so.

Administrative Regiments.

291. In the case of an Administrative Regiment the names will be submitted, through the Officer Commanding the Regiment, who, in forwarding them, will state whether he concurs in the recommendation, and should he dissent from it will give his reasons in writing for so doing.

Honorary Colonels.

292. Honorary Colonels of Corps, or Administrative Regiments, under the command of Lieutenant-Colonels, will be appointed by Her Majesty, upon the recommendation of the Secretary of State, the application being submitted through the General Officer commanding the district.

Quartermasters.

293. A Quartermaster will be appointed to an Administrative Regiment or to a Corps having the Establishment of a Regiment, Brigade, or Battalion. The Commanding Officer will submit to the Secretary of State the name of the Candidate whom he recommends for this appointment. The recommendation will be accompanied by W.O. Form 858.

APPOINTMENT, PROMOTION, AND RESIGNATION—contd.

Surgeons and Veterinary Surgeons.

294. Commanding Officers will submit to the Secretary of State for consideration the names of Candidates whom they recommend for appointment to the ranks of Surgeon and Veterinary Surgeon.

Acting Chaplains.

295. An Acting Chaplain will be allowed for each Administrative Regiment or Corps.

Acting Surgeons.

296. An Acting Surgeon will be allowed for every Corps which is not entitled to a Medical Officer of substantive rank. (*See* Tables of Establishments, pp. 4 to 8.) Administrative Regiments, or Corps, entitled to a Medical Officer of substantive rank, will, if they shall consist of six or seven Troops, Batteries, or Companies, be allowed one Acting Surgeon, and if they shall consist of eight or more, two Acting Surgeons, in addition to the Surgeon borne on the establishment.

Acting Veterinary Surgeons.

297. An Acting Veterinary Surgeon will be allowed for every Corps of Light Horse or Mounted Rifle Volunteers which is not entitled to a Veterinary Surgeon. (*See* the Establishment Tables pp. 4 and 7.)

Recommendations for above appointments.

298. The appointment of the Officers mentioned in paras. **294** to **297** will be made on the recommendation of Officers Commanding Administrative Regiments or Corps, who will address their recommendation direct to the Under Secretary of State, War Office, accompanied by W.O. Form 858.

No acting appointments on actual service.

299. The appointments of Acting Officers will cease whenever the Administrative Regiment or Corps to which they belong is called out for actual service.

Designation of Commandant.

300. When the Establishment of an Administrative Regiment or Corps entitles it to two Lieutenant-Colonels, the senior will bear the designation of "Lieutenant-Colonel Commandant," and when a Corps consists of two or more Troops, Batteries, or Companies, and is not under the command of a Field Officer, the Senior Captain will bear the designation of "Captain Commandant." The designation of Commandant, being merely a title and not conferring superior rank, will be inserted in the Army List without any previous notification in the "London Gazette."

Staff of Administrative Regiments.

301. A Field Officer on the Staff of an Administrative Regiment may hold a Commission as Commanding or Field Officer in any one of the Corps composing it.

302. A Surgeon or Acting Surgeon on the Staff of an Administrative Regiment may hold an appointment as Medical Officer,—and an Acting Chaplain on the Staff a corresponding appointment,—in any one of the Corps.

303. A vacancy in the appointment of a Field Officer in a Corps forming part of an Administrative Regiment will only be filled up when there is a corresponding vacancy on the Staff of the Regiment to which the Officer can also be appointed.

APPOINTMENT, PROMOTION, AND RESIGNATION—contd.

304. When a Corps to which one or more Field Officers have been appointed becomes part of an Administrative Regiment, these Field Officers will be appointed to the Administrative Staff of the Regiment as vacancies occur.

305. Commanding Officers will, without delay, report direct to the Secretary of State the deaths, and submit for acceptance the voluntary resignations, of Officers in their respective Administrative Regiments or Corps. The death of a Field Officer Commanding will be at once reported, by the Officer next in Command, to the General Officer Commanding the District as well as to the Secretary of State. When a Field Officer Commanding a Regiment wishes to resign he will submit his resignation to the Secretary of State, and on the acceptance of the resignation being notified in the "London Gazette," the Officer next in Command of the Administrative Regiment or Corps will report the vacancy to the General Officer Commanding. The General Officer will report to the Adjutant-General as to the best means of filling the vacancy occasioned by death or resignation. Deaths and resignations.

306. Officers who are above 60 years of age will be called upon to resign their Commissions unless they be specially recommended by the General Officer Commanding the District, after the Annual Inspection, as capable of retaining their appointments with advantage to the public service; such recommendation, in the absence of any counter-report, will continue in force for five years. Resignation on account of age.

307. Her Majesty's approval of appointments and promotions, and Her acceptance of the resignations of Officers in the Volunteer Force, will not be notified otherwise than by publication in the "London Gazette." Notifications in "London Gazette."

308. In accordance with Section 6 of the Regulation of the Forces Act, 1871, the Commissions of Officers of the Volunteer Force are prepared, authenticated, and issued in the same manner as Commissions of Officers in Her Majesty's Regular Forces; and the Commissions of Officers granted by Lieutenants of Counties under the Volunteer Act, 1863, will be deemed to have been issued by Her Majesty. Queen's Commissions.

309. Officers of Her Majesty's Regular Forces will not be allowed, when serving on full pay, to hold any Commission in the Volunteer Force, except that of Honorary Colonel or of Adjutant, but such Officers when on half or retired pay are eligible for commissions in the Force. Officers of Regular Forces.

310. An Officer of Militia or Yeomanry Cavalry is not ordinarily permitted to hold also a substantive Commission in the Volunteer Force, but if it be shown to the Secretary of State's satisfaction that it would be advantageous to the public service to relax this rule in any particular case, then such an Officer may Officers of Militia or Yeomanry.

be specially appointed to be a Field Officer or to be a Captain commanding a Corps of Volunteers.

Officers to hold only one Commission.

311. An Officer is not permitted to hold more than one Commission or appointment in the Volunteer Force, except as provided in paras. **301** and **302** in the case of the staff of an Administrative Regiment.

Condition as to retaining Commission.

312. Any Officer who does not attend the number of drills prescribed for the Enrolled Volunteers of his Corps to qualify them for certificates of efficiency will not be allowed to retain his Commission, unless it should be represented to the Secretary of State that there are special reasons for a relaxation of this regulation.

Transfers.

313. Applications for transfers will be submitted by the Officer Commanding the Regiment or Corps to which the Officer wishes to be transferred, through the General Officer Commanding the District. They will be accompanied by the recommendation of the Officer Commanding the Regiment or Corps from which the Officer wishes to be transferred.

314. The applications of Subaltern Officers recommended for transfer must, if they are to hold the rank of Lieutenant or Second Lieutenant in their new Regiment or Corps, be accompanied by a notification of the consent of the Lord Lieutenant of the county to which the Regiment or Corps to which they apply to be transferred belongs, when the right of nomination rests with him.

315. There will be no objection to an Officer being recommended for transfer to a higher rank in another Corps than that he is holding at the date of transfer.

Exchanges.

316. Applications for exchange will be severally submitted by the Commanding Officers of the two Regiments or Corps concerned through the General Officers Commanding their respective Districts.

Honorary rank.

317. The Secretary of State will be prepared, on the recommendation of Commanding Officers of Administrative Regiments and Corps of Volunteers, to recommend to Her Majesty the names of Officers of Volunteers retiring after 15 years' service as Commissioned Officers in Her Majesty's Forces, of which not less than 10 shall have been in the Volunteer Force, with a view to their being permitted to retain their rank and wear the uniform of the Regiment or Corps of Volunteers to which they belonged, provided the last three years of such service shall have been in the rank they hold on retirement. If they have served less than three years in the rank they hold at the date of retirement, but are otherwise qualified, they may be permitted to retire with the rank they held before their last promotion. The Commanding Officer's recommendation will be accompanied by a certified statement, in detail, of the Officer's services.

II.—EXAMINATION.

318. Every Officer appointed to a commission as Subaltern, Captain, or Field Officer in the Volunteer Force, or promoted to be a Field Officer in that force will, unless he shall have served :— Subjects and limit as to time of passing.

(*a.*) In a similar arm of the Regular Forces, and have passed his examination therein for the rank of Lieutenant, in the case of a Captain or Subaltern, and of Captain in the case of a Field Officer,

(*b.*) In a similar arm of the Auxiliary Forces, and have passed an examination for the rank to which he is appointed,

(*c.*) In the case of a Captain or Subaltern, as a Serjeant of the same arm of the Volunteer Force, and obtained a certificate of proficiency.

be required at or before the second inspection of his Corps, after he has obtained such appointment or promotion, to pass the examination laid down in the following paras. for the arm of the Volunteer Service to which he belongs, or to attend a School of Instruction and obtain a certificate of proficiency under the rules laid down in paras. **330** to **360.** Boards of Examination have no power to exempt an Officer from examination in any of the prescribed subjects, except as herein-after specially provided. An Officer who fails to obtain a certificate will be again examined in six months, and in the event of a second failure will be required to resign his commission.

319.—LIGHT HORSE AND MOUNTED RIFLE VOLUNTEERS.

Subalterns and Captains.

a. Practical examination in drilling a troop or company in the prescribed evolutions, including dismounted service.
[Cavalry Regulations, 1876, Part II., with the limitations shown in para. **919** of the present Regulations.]

b. Riding.

c. Practical acquaintance with Sword Exercise and with the Carbine or Short Rifle Exercise.
[Cavalry Sword and Carbine Exercises, and Rifle Exercises and Military Instruction.]

d. Duties and formation of advanced and rear guards, and reconnoitring an enemy.*
[Cavalry Regulations, 1876, Part IV., Sec. 5, and "Instructions in the duties of Cavalry reconnoitring an enemy, &c. &c., for use of Auxiliary Forces."]

e. Aiming drill and orders at the firing point.*
[Musketry Regulations, 1874, Part IV., Sec. 3, and Orders at Firing Point, page 215.]

A Subaltern who obtains a certificate of proficiency in the foregoing subjects need not be examined again when he becomes a Captain.

Field Officers.

a. Evolutions of a Regiment of Cavalry; the examination being, as far as possible, practical in the field.
[Cavalry Regulations, 1876, Part III., with the limitations shown in para. **919** of the present Regulations.]

* Not compulsory for Subalterns, but if they are not examined therein they must be so after promotion to the rank of Captain.

EXAMINATION—contd.

b, *c*, and *d*, as laid down for Captains, unless the Officer has already passed in these subjects.

320.—ARTILLERY VOLUNTEERS.

Subalterns and Captains.

Subjects of examination.

a. Practical examination in drilling a company in close order.

[Field Exercise, 1877, Part II., Sec. 1 to 20, 27, and 28.]

b. Duties of Commander of a guard. Mode of marching reliefs and posting sentries.

[Queen's Regulations, 1873, Sec. 8, Paras. 9, 11, 12, 16, 19 to 23. Field Exercise, 1877, Part VII., Sec. 13 to 19.]

c. Practical acquaintance with the Carbine exercise (manual and firing).

[Snider Artillery Carbine Exercises.]

d. Practical acquaintance with drills of the guns in use in the Corps, and methods of mounting or dismounting the same.

e. General knowledge of the ammunition, stores, and carriages for the same.

Field Officers.

a. Battalion drill (omitting extended order), and proper mode of route marching.

[Field Exercise, 1877, Part III., Sec. 1 to 30; also Part VII., Sec. 3 to 9.]

b. Riding.

c, *d*, and *e*, as laid down for Captains, unless the Field Officer has already passed in those subjects.

Further subjects.

When an Officer of Artillery Volunteers, holding a Certificate of Proficiency, has subsequently acquired a competent knowledge of gun drills and repository exercises, other than those in which he was examined when gaining his certificate, the Officer Commanding Auxiliary Artillery of the Sub-District may (at any of his visits to the Corps), assisted by the Adjutant of the Brigade, examine such Officer. On the Officer duly passing his examination, the Officer Commanding Auxiliary Artillery will add to the Officer's certificate a specification of the further subjects in which he has proved his ability to impart instruction.

321.—ENGINEER VOLUNTEERS.

Subalterns and Captains.

Subjects of examination.

a. Practical examination in drilling a company in close order.

[Field Exercise, 1877, Part II., Sec. 1 to 20, 27 and 28.]

EXAMINATION—contd.

b. Duties of Commander of a guard; mode of marching reliefs and posting sentries.

[Queen's Regulations 1873, Sec. 8, Para. 19 to 33; Field Exercise, 1877, Part VII., Sec. 13 to 19.]

c. Practical acquaintance with the exercise for the short Rifle (manual and firing).

d. Military Engineering.

["Instructions in Military Engineering," or "Manual of Elementary Field Engineering."]

The subjects of Examination in Military Engineering are as follows:—

INSTRUCTION IN MILITARY ENGINEERING.

No. of Subject.	Subjects.	Section of Instruction in Military Engineering. (2nd Edition.)	Section of Manual of Elementary Field Engineering.
1	Hasty entrenchments	Part I., sec. 3	Sec. V.
	Obstacles	Part I., sec. 4	Sec. VII.
2	Field level and field geometry	Part I., sec. 8	Secs. IX. and I.
	Tracing and profiling, &c.		Sec. IX.
3	Gabions and fascines	Part I., sec. 6	Sec. III.
4	Revetments	Part I., sec. 7	Sec. X.
5	Field works	Part I., sec. 9	Sec. IX.
6	Improvised field defences	Part I., sec. 5	Sec. VIII.
	Defence of posts	Part I., secs. 13, 14	Sec. XI.
7	Siege trenches and saps	*	Sec. V.
8	Batteries	*	—
9	Communications	Part I., sec. 12	Sec. XII.
	Cordage and use of spars	Part III., secs. 3, 4	Sec. XIII.
10	Trestle bridges	Part III., sec. 5	Sec. XIV.
	Frame bridges	Part III., sec. 6	—
11	Cask bridges	Part III., sec. 23	Sec. XIV.
12	Camp and bivouacs	*	Sec. XIV.
	Water supply, &c.		

* These subjects have not been revised.

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The Candidate may elect the subjects, either from the "Instruction in Military Engineering," or from the "Manual of "Elementary Field Engineering." The first six subjects are obligatory, and the candidate must also be proficient in at least two of the other subjects.

Field Officers.

a. Battalion drill (omitting extended order); proper mode of route marching.

[Field Exercise, 1877, Part III., Sec. 1 to 30; also Part VII., Sec. 3 to 9.]

b. Riding.

If the officer has not already passed the examination in Military Engineering above laid down, he must do so as a Field Officer.

EXAMINATION—contd.

322.—RIFLE VOLUNTEERS.

Subalterns and Captains.

Subjects of examination.

a. Practical examination in drilling a company in close and extended order.

[Field Exercise, 1877, Part II.]

b. The command of a company in battalion.*

[Field Exercise, 1877, Part III., so far as it applies.]

c. Duties of commander of a guard, and mode of marching reliefs and posting sentries.

[Queen's Regulations, 1873, Sec. 8, Para. 19 to 33; Field Exercise, 1877, Part VII., Sec. 13 to 19.]

d. Practical knowledge of the rifle exercises (manual and firing); aiming, and position drill and blank firing.

[Rifle Exercises, and Musketry Instruction, 1874.]

e. Knowledge of, and competency to superintend target practice.*

[Musketry Instruction, 1874, Part V., Sec. 1, Para. 3, 10 to 12, 23, 36 to 40†; Orders at the Firing Point, page 215; and for Serjeants marking at the butts, page 216.]

A Subaltern who obtains a certificate of proficiency in the foregoing subjects need not be examined again when he becomes a Captain.

Field Officers.

a. Practical examination in Drilling a company‡ and a battalion.

[Field Exercise, 1877, Parts II. and III.]

b. Movements of a battalion in brigade.

[Field Exercise, 1877, Part IV.]

c. Proper mode of route marching, and the duties of guards.‡

[Field Exercise, 1877, Part VII., Sec. 3 to 9.]

d. Riding.

Mode of conducting examination.

323. In the case of Officers who are attached for instruction to Regular or Militia Regiments the examination will be conducted as laid down in paras. **365** to **368**; in the case of Officers who

* Not compulsory for Subalterns, but if they are not examined therein they must be so after promotion to the rank of Captain.

† Subject to the alterations as to numbers of points and distances notified in General Order, No. 16 of 1876.

‡ When an Officer has obtained a Certificate of proficiency as a Captain or Subaltern, he need not be examined in Company drill or the duties of Guards.

EXAMINATION—cont[d].

are instructed by the Permanent Staff of their Regiments the regulations are those prescribed in paras. **370** to **378.**

324. The certificates of proficiency for Volunteers who do not obtain certificates at a School of Instruction will be made out on the under-mentioned W.O. Forms:— Forms of certificate.

Field Officers of	Artillery,	W.O. Form	580
"	Engineer	"	585
"	Rifle	"	544
Captains and Subalterns	Artillery	"	581
"	Engineer	"	596
"	Rifle	"	562

In the case of Light Horse and Mounted Rifle Volunteers the certificates will be made out in manuscript, in the form given in the Appendix (pp. 194 and 195).

325. Officers appointed previous to the 1st of April 1872 will, if they are not in possession of certificates of proficiency, be specially reported on at the Annual Inspection. If these Officers are favourably reported on as having a practical knowledge of drill, and of the duties and command of a company or battalion (including, for Field Officers, the duty of Mounted Officer in the field), according to their rank, the Inspecting Officers may give certificates to that effect, and such Officers will be entitled to have the letter *p* inserted after their names in the Army List. If an Officer is unfavourably reported on, he must be again reported on at the next inspection, when, if the report be still unfavourable, he will be required to resign his commission. Officers appointed before 1st April 1872.

326. If such Officers should wish to be examined in anticipation of the inspection, Inspectors of Auxiliary Cavalry, Officers Commanding Auxiliary Artillery, Commanding Royal Engineers, and Officers Commanding Brigade Depôts may conduct the examination themselves, assisted by an Adjutant of Auxiliary Forces or a Captain or Adjutant of Regular Forces, instead of the examinations being conducted by a Board, as prescribed by para. **373,** and the written portion of the examination contemplated in the Certificates of Proficiency may be dispensed with.

Medical Officers.

327. In order to enable Medical Officers who have not served as such in the Regular Army or in the Royal Navy, to obtain Certificates of Proficiency, if they should desire to do so, and thus earn for their Corps the special Capitation Allowance of 2*l.* 10*s.* under para. **677,** they may be examined by a Board consisting of the Principal Medical Officer of the district, and two other Army Medical Officers. The Certificate of Proficiency granted by the Board will be in the following words, and will be given on W.O. Form 855:— Board of Examination and form of certificate.

We certify that of the
(who is registered under the Medical Act of 1858, as qualified to

EXAMINATION—contd.

practice medicine and surgery in Great Britain and Ireland); is well acquainted with the nature and intended application of the various articles composing the equipment of Army Hospitals in the field, and with the authorised means for the transport of sick and wounded soldiers, and the proper modes of employing them.

We also certify that he has a competent knowledge of the treatment of the wounds and injuries to which troops are liable in the field, particularly with regard to the special circumstances of campaigning; and that he is acquainted with the duties to be performed by Army Medical Officers in camps and bivouacs, and during marches, as detailed in the Army Medical Regulations, 1876.

Signatures of Board of Examining Officers - - - - _____ _____ _____

Station _____

Date _____

Quartermasters.

Subjects and limit as to time of passing.

328. A Quartermaster who has not served as Quartermaster for one year in the Regular Forces or the Militia will be required, at or before the second inspection of his Corps after his appointment, to be examined for a Certificate of Proficiency in the following subjects:—

(*a.*) The mode of drawing and issuing ammunition, arms, forage, fuel, and rations;

(*b.*) The system of packing and loading baggage, so as to facilitate its issue at the end of a march;

(*c.*) The mode of drawing and issuing camp equipment;

(*d.*) Making out returns and keeping the books relative to the above.

If he fail, he will be examined again in six months, and in the event of a second failure will be required to resign his commission. The certificate will be made out on W.O. Form 854.

329. In preparing for examination, a Quartermaster will study the duties of Quartermasters, as given in the Queen's Regulations and Orders for the Army, in so far as they are applicable to Volunteers, and also the rules laid down in the Volunteer Regulations as to the supply of arms, ammunition, and camp equipment, and the mode of keeping equipment accounts. *See also* para. **370** as to boards of examination.

III.—SCHOOLS OF INSTRUCTION.

330. The following are the Stations in Great Britain at which Schools of Instruction for Officers of the Auxiliary Forces will be opened when there are sufficient numbers of Candidates to form classes, viz. :— Stations.

For Light Horse and Mounted Rifle Volunteers,—Aldershot.
For Artillery,—Woolwich.
For Engineer,—Chatham.
For Rifle,—Aldershot, Glasgow, London, and Manchester.

331. When ten, or, in the case of Artillery or Engineer Volunteers, five, Officers at least are ready to join, a class will be formed. The class will assemble on the first day of the month, or on the second if the first be a Sunday. Officers will join in uniform; those proceeding to the Schools at Aldershot taking full as well as undress uniform. Formation of class.

332. At the Artillery and Engineer Schools, 20 will be the maximum number allowed to join a class; at the Cavalry and Infantry Schools, 25 will be the maximum. Maximum number for class.

333. An Officer wishing to join a class must send his application for permission to do so through his Commanding Officer to the Inspector-General of Auxiliary Forces, War Office. The application (which will be made on W.O. Form 578) will specify the School which he wishes to join, and the time when he will be able to attend. It is desirable that each Officer should name as many months as possible, and that the application should be sent to the War Office not later than the 18th of the month preceding the first of the months named. The Officer will sign the declaration on the Form, to the effect that he will conform to the rules of the School of Instruction, and will not leave before the termination of one month from the date of his joining without the written sanction of the Officer Commanding. The Form contains a Certificate, to be signed by the Adjutant, and countersigned by the Commanding Officer of the Regiment or Corps to which the Officer belongs, that he has been properly instructed in the following subjects :— Application to join School.

For Officers of Light Horse and Mounted Rifle Volunteers—
Squad Drill, the Sword and Carbine Exercises, and Riding.

For Officers of Artillery Volunteers—
The drill of any description of gun used by the Corps to which the Officer belongs.
The Carbine Manual and Firing Exercise.
Making the following knots, viz., reef, bowline, clove-hitch, two half-hitches, timber-hitch, cat's-paw, inside clinch.
Infantry Drill.

SCHOOLS OF INSTRUCTION—contd.

**For Officers of Engineer Volunteers—*
The Carbine Manual and Firing Exercise.
Infantry Drill.
For Officers of Rifle Volunteers—
Part I. Field Exercise.
The Rifle Manual and Firing Exercise.

and previously to receiving such Certificate the Officer must actually prove his knowledge by being specially tested in the Elementary Drill required, unless he be already in possession of a certificate of proficiency, in which case an endorsement to that effect will be made on the form (W.O. Form 578) by the Officer commanding.

Application from Artillery or Engineer Volunteers.

334. An Officer of Artillery or Engineer Volunteers must, previously to making his application to attend a School at Woolwich or Chatham, as the case may be, obtain from a Board of Examining Officers appointed by the General Officer Commanding the District, or by the Commanding Officer of any Regiment of Infantry of the Regular Forces to which he may have been attached, a Certificate of qualification in Infantry Drill, on W.O. Form 1589, 1590, 1591, or 1592 (as the case may be), and the form of application will contain a statement that he has obtained the Certificate. Such certificate will, however, not be required if the Officer be already in possession of a certificate of proficiency, but the fact that he holds a proficiency certificate will be recorded by the Officer commanding on the form of application (W.O. Form 578).

Duration of course.

335. Officers will be expected to remain under instruction for one calendar month.

Allowance for Artillery, Engineer, and Rifle Volunteers.

336. Officers of Rifle Volunteers will receive an allowance of 5*s.* a day for a period of one month, and Officers of Artillery and Engineer Volunteers for a period not exceeding two months whilst under instruction. They will be allowed to remain at the School for a further period not exceeding one month, if the requirements of the service permit; but during the extension of their stay they will not be entitled to the above-mentioned allowance.

Engineers may divide course.

337. Officers of Engineer Volunteers will be allowed to divide their course of instruction into as many periods as they like, provided that no such period embraces less than six working days; and that the dates of quitting and re-joining the school be specially authorised by the Commandant of the school.

Allowance for Light Horse and Mounted Rifle Volunteers.

338. In the case of Light Horse and Mounted Rifle Volunteers, Field Officers and Captains who obtain Certificates of Proficiency, and Subalterns who obtain a Captain's Certificate of

* In the case of Engineer Volunteers, the certificate must also state that the Officer has studied the "Instructions in Military Engineering" or the "Manual o Elementary Field Engineering."

SCHOOLS OF INSTRUCTION—cont^d.

Proficiency will receive an allowance of 5*s.* a day for the actual period they are present at the School, not exceeding two months. Subalterns who obtain a Subaltern's Certificate of Proficiency will receive the allowance for one month only.

Applications for allowance.

339. Application for the allowance granted by paras. **336** or **338** will be made by an Officer, through his Commanding Officer, after the receipt of his Certificate of Proficiency. If he fails to obtain a Certificate, no allowance will be granted to him, unless he has been obliged to leave from sickness duly certified.

Quarters, fuel, and light.

340. Quarters will as far as possible be assigned to those Officers who may wish to occupy them, and when quarters are thus assigned, fuel and light will be granted. When quarters are not assigned, an allowance of 2*s.* 3*d.* a day in lieu of lodging, fuel, and light, will be given, for the same period as that for which the allowance of 5*s.* a day is granted, to Officers who obtain Certificates of Proficiency.

Travelling expenses on joining and leaving School.

341. Officers will be allowed their actual travelling expenses on joining and leaving the School, provided that the distance travelled either way be not greater than that from the Head-Quarters of their Regiments to the School, and that they obtain Certificates of Proficiency. It must, however, be understood that the travelling expenses of an Officer to and from the School will only be defrayed once by the public.

Forage.

342. Field Officers attending a School of Instruction are not entitled to forage allowance or expenses for their horses.

Allowance for Officers rejoining for second period.

343. An Officer of Light Horse, Artillery, or Mounted Rifle Volunteers, who has obtained a Certificate of Proficiency at a School, but has only attended for one month, may rejoin for a second month, receiving the allowances mentioned in paras. **338** and **340**, but defraying his own travelling expenses; provided that in the case of Subalterns of Light Horse or Mounted Rifle Volunteers, the allowances shall only be granted if the Officers obtain Captains' Certificates. Such Officers may, should they desire it, join on the 15th of a second and third month instead of taking the whole of their second month's instruction at one class.

Officers who may join School in middle of month.

344. A Field Officer who has obtained a Certificate of Proficiency as a Captain at an Infantry School of Instruction, or who has otherwise obtained such Certificate, either as a Field Officer or Captain, will be allowed to join, if he prefers it, on the 15th instead of the 1st of the month (or 16th if the 15th should fall on a Sunday), with a view of obtaining a Field Officer's Certificate at such School.

345. Field Officers who have served as such, or as Captains, or who have passed the examination for the rank of Captain, in the Infantry of the Regular Forces, will be allowed to attend in

the same manner, provided that on joining the School they prove themselves acquainted with Company drill, and the manual and firing exercises.

Captains may rejoin School for Field Officers' certificates.

346. Captains who have obtained Certificates of Proficiency at a Cavalry or Infantry School may, if the requirements of the service permit, rejoin on the 1st or 15th of a subsequent month, in order to obtain Certificates as Field Officers, but must do so at their own expense, and will not be entitled to any allowances. Captains who have served and passed the examination for the rank of Captain in the Infantry of the Regular Forces, will be allowed to join on the 1st or 15th of the month for the above purpose, and under the same conditions, provided that on joining the School they prove themselves acquainted with Company Drill and the manual and firing exercises.

Field Officers of Artillery or Engineer Volunteers.

347. Field Officers of Artillery or Engineer Volunteers, who have as Captains or Subalterns obtained Certificates of Proficiency at a School of Instruction for the arm of the service to which they severally belong, may have the letters *p.s.* continued after their names in the Army List on their obtaining Certificates of Proficiency (on W.O. Form 1589 or 1591, as the case may be) in Battalion drill, the proper mode of route marching, and the duties of Guards.

Artillery or Engineer Volunteers at Infantry School.

348. Officers of Artillery or Engineer Volunteers may be allowed to attend an Infantry School of Instruction, provided that they receive no allowances, and that the vacancies are not required for Infantry Militia or Rifle Volunteers.

Candidates for Commissions.

349. Candidates for Commissions in the Volunteer Force may be attached to Schools of Instruction if they should desire it, but will not be entitled to allowances or reimbursement of travelling expenses. The application of any such Candidate will be forwarded to the Secretary of State by the Lord Lieutenant or Commanding Officer who intends to recommend him for a Commission, the application giving the information and enclosing the Certificate specified in para. **333.** The Certificate may be signed by the Adjutant, and countersigned by the Commanding Officer of the Regiment for which the Candidate is to be recommended, or by the Adjutant and Commanding Officer of any other Regiment, Brigade, or Battalion of Regular or Auxiliary Forces in which he may have received instruction.

Fees.

350. No fees are allowed to be paid to Non-Commissioned Officers or Rank and File employed in the Schools of Instruction.

Cavalry School, Serjeant-Instructors may attend.

351. Such of the Serjeant-Instructors of Light Horse or Mounted Rifle Volunteers as may require instruction in the new cavalry drill will be allowed to attend the Cavalry School.

SCHOOLS OF INSTRUCTION—cont[d].

352. Applications for permission for them to do so will be forwarded by their Commanding Officers, through the Lieutenant-Colonel of Auxiliary Cavalry in the District, to the Inspector-General of Auxiliary Forces, War Office.

Cavalry School.

353. During the last few days of the course of instruction at the Cavalry School, the members of the class will be attached to a Regiment of Cavalry for practice in mounted drill, and in outpost and reconnoitring duties.

354. Officers and Serjeants attending the Cavalry School will not be required to take horses with them.

Grant of Certificate.

355. At the conclusion of the Course of Instruction (or in the case of the Engineer School at such other date as the Commandant may decide under para. **357**), each Officer or Candidate, if found qualified, will be granted a Certificate on W.O. Form 1589, 1590, 1591, 1592, 1593, 1583, 1605, or 1606, as the case may be, showing that he has passed a satisfactory examination in the subjects therein mentioned; and the letters *p.s.* will be placed after the Officer's name in the Army List.

Addition to Certificate.

356. Any further knowledge that an Officer may have acquired at the School of Instruction will be also mentioned by the Commandant on the Certificate.

School of Engineering.

357. An Officer who has attended the School of Engineering for a continuous period of not less than one month may claim to be examined for a Certificate of Proficiency. In other cases of Engineer Officers the examination will be left to the discretion of the Commandant, who will carry it out only when the Officers have shown such a practical knowledge of their duties as to give a reasonable expectation of their passing the examination.

Report of Commandant.

358. At the close of each Course of Instruction, except in the case of Engineer Volunteers, a statement on W.O. Form 870 of the Officers who have attended the class will be forwarded to the War Office by the Commandant, through the General Officer Commanding the District.

359. This statement will show the dates of joining and leaving, and whether the Officers were granted Certificates of Proficiency, (specifying the nature of the certificate granted), also whether they had attended any previous class at a School of Instruction, and if so when, and whether they were provided with quarters. If an Officer shall have been granted leave of absence in any day during the Course of Instruction, it will be so stated in the column for remarks.

360. In the case of Engineer Volunteers, the Commandant of the school will make his report on W.O. Form 870 at the end of each quarter during which Officers of Engineer Volunteers have been under instruction at the school, instead of making it at the close of each course; but the names of such Officers only as have completed their course within the quarterly period, will be included therein.

IV.—ATTACHMENT TO REGULAR OR MILITIA REGIMENTS.

Period of attachment.

361. Any Commissioned Officer may be temporarily attached for the purpose of receiving instruction:—

(*a*) To the Royal Artillery; for any period not exceeding three months.

(*b*) To Cavalry or Infantry Regiments of the Regular Army; for any period not exceeding one month.

(*c*) To Regiments of Militia; for the Annual Training period.

Form of application.

362. An Officer wishing to be so attached will apply to the General Officer Commanding the District, through his Commanding Officer, on W.O. Form 525 or 526, as the case may be. The form will contain a certificate signed by the Adjutant, and countersigned by the Commanding Officer of the Administrative Regiment or Corps, that the Officer applying possesses a knowledge of drill as specified below, viz.:—

For Officers to be attached to a Cavalry Regiment—

That he can ride well.

That he is well acquainted with the Carbine and Sword Exercise.

For Officers to be attached to a Battery of Royal Artillery or Regiment of Artillery Militia—

That he is well acquainted with Parts I. and II. of the Infantry Field Exercise (skirmishing excepted), and with the Carbine, Manual, and Firing Exercises.

That he can readily make the following knots, viz., reef, bowline, clove-hitch, two half-hitches, timber-hitch, cats'-paw, inside clinch.

For Officers to be attached to an Infantry Regiment of the Regular Forces or Militia.

That he is well acquainted with Part I., Field Exercise, and with the Carbine or Rifle (as the case may be) Manual and Firing Exercise.

Attendance at drill, &c.

363. During the period for which an Officer is attached to a portion of the Regular or Militia Forces, he is required to attend regularly the drills prescribed, and in other respects to conform to the arrangements made for his instruction.

Fee.

364. The usual fee of 1*l.* will be paid by the Officer thus attached, to the Serjeant-Major or Serjeant who has been detailed to instruct him.

Board of Examination.

365. At the conclusion of the course of instruction, the Officer will be examined by a Board consisting, in the case of a Field Officer, of two Field Officers (one of whom must be senior in rank to the Officer under examination), and the Adjutant; in other cases the Board will consist of a Field Officer, a Captain*,

* When a Quartermaster is examined, a Quartermaster of the Army or Militia may be substituted.

ATTACHMENT TO REGULAR OR MILITIA REGIMENTS—cont^d.

and the Adjutant. If the Officer be found qualified he will be granted a certificate on W.O. Form 527, 528, 580,* 581,* 585,* 596,* 544, 562, or 854, as the case may be, showing that he has passed a satisfactory examination in the subjects therein mentioned. The certificate in the case of a Militia Regiment will be countersigned by the Inspecting Officer of that Regiment.

Mode of conducting examination.

366. The examination will be conducted according to the rules laid down for the Army, in sec. 4, paragraphs 52 and 53, Queen's Regulations and Orders for the Army, 1873, as far as they may be applicable to the Volunteers. The number of questions on each subject will, however, not exceed 15.

Proceedings of Board.

367. The proceedings of the Board of Examination on Officers of Volunteers will be sent to the General Officer Commanding the District for final approval, who will send or return them either to the Lieutenant-Colonels of the Cavalry District or the Artillery or Infantry Sub-District, or the Commanding Royal Engineer of the District to which the Administrative Regiment or Corps belongs. The proceedings will be retained by the Officer to whom they are sent, but he will forward any Certificates of Proficiency which may have been awarded to the Officers concerned.

Report.

368. The President of the Examining Board will forward to the Under-Secretary of State, War Office, on W.O. Form 826, a report of the names of Officers to whom Certificates of Proficiency have been granted, specifying the nature of certificate granted in such case, and the letter *p.* will be placed after their names in the Army List.

V.—INSTRUCTION OF OFFICERS BY THE PERMANENT STAFF.

Duty of Permanent Staff to give instruction.

369. Officers of all arms of the Volunteer Force, instead of attending a School of Instruction, or being attached to the Regular Forces or Militia, may, if they prefer it, receive the necessary instruction from the Adjutant and Serjeant-Instructors of their Corps, Brigade, or Battalion, whose duty it is to afford such instruction.

Board of Examination at Inspection.

370. As a rule such Officers, if below the rank of Major, will be examined either on the day of Inspection or on the day preceding or the day following it, at the discretion of the Inspecting Officer. The examination will be conducted by a Board, consisting of the Inspecting Officer, the Adjutant of the Corps, Brigade, or Battalion, and the nearest available Captain of Regular Forces or Adjutant of Regular or Auxiliary Forces of the same arm. When a Quartermaster is

* In the case of Officers of Artillery and Engineer Volunteers about to attend Schools of Instruction, W.O. Forms 1589, 1590, 1591, or 1592, as the case may be, will be used in lieu of those above mentioned.

examined a Quartermaster of the Army or Militia may be substituted for the Captain of Regular Forces or Adjutant of Regular or Auxiliary Forces of the same Arm.

List of Officers wishing to be examined.

371. The Commanding Officer will take care to forward to the Inspecting Officer, at least one week before the date of Inspection, a list of any Officers who may wish to be examined, stating against the name of each such Officer the date of his present commission, and that of his first appointment to the Volunteer Force.

Examination when not at inspection.

372. Field Officers, and those Officers of lower rank who are unable to present themselves for examination at the time of Inspection, will be examined at other times on applying through the prescribed channels of communication to the General Officer Commanding the District, stating by what date they will be ready for examination. The application should be accompanied in the case of an Officer of Rifle Volunteers (unless he be a Field Officer Commanding an Administrative Regiment or Corps), by a certificate signed by the Adjutant and countersigned by the Commanding Officer, that the candidate has been examined by them practically on parade in Parts 1, 2, and 3 of the Field Exercise and Evolutions of Infantry, and that they consider him prepared for official examination.

Examining Board.

373. The General Officer Commanding the District will then appoint a time and place for the examination, and nominate an Examining Board of Officers consisting:—

(*a.*) In the case of a Field Officer, of two Field Officers of Regular Forces (one of whom must be senior to the Officer under examination) and an Adjutant of the Auxiliary Forces or a Captain or Adjutant of the Regular Forces.

(*b.*) In the case of a Captain or Subaltern, of a Field Officer of the Regular Forces and two other Officers, who must be Captains of the Regular Forces, or Adjutants of the Regular, or Auxiliary Forces.

Mode of conducting examination.

374. The examination will be conducted according to the rules laid down for the Army, in sec. 4, paragraphs 52 and 53, Queen's Regulations and Orders for the Army, 1873, as far as they may be applicable to the Volunteers. The number of questions on each subject will, however, not exceed 15. The special regulations with regard to the examination of Officers appointed before 1st April 1872 will be found in paras. **325** and **326**.

Travelling expenses.

375. The Officers about to be examined will proceed to the place appointed at their own expense.

Officer residing out of his District.

376. Should an Officer be temporarily residing at any military station out of his District, arrangements will be made for his examination at such station on his expressing a wish to that effect in making his application.

INSTRUCTION BY PERMANENT STAFF—cont[d].

377. Certificates of Proficiency will be given as in para. **365,** and the proceedings of boards will be dealt with as prescribed in para. **367.** Certificates.

378. The President of the Examining Board will forward to the Under Secretary of State, War Office, on W.O. Form 826, a report of the names of Officers who have obtained certificates, specifying the nature of certificate granted in each case, and the letter *p.* will be placed after their names in the Army List. Report of Board.

SECTION 10.—VOLUNTEER NON-COMMISSIONED OFFICERS.

Appointment.

379. The Non-commissioned Officers of a Corps are appointed by the Commanding Officer from among the enrolled members.

Lance-Serjeants, &c.

380. Lance-Serjeants and Lance-Corporals, not exceeding one Serjeant and two Corporals for each Troop, Battery, or Company, may be appointed by the Commanding Officer when the duties of the Corps require it.

Reduction.

381. A Non-commissioned Officer may be reduced by the Commanding Officer of his Corps, for any sufficient cause.

Serjeant's Certificates of Proficiency.

382. Volunteer Serjeants must obtain a Certificate of Proficiency within one year after their appointment. They (excepting the Quartermaster-Serjeant) will be examined in all the subjects laid down in paras. **319** to **322,** for Captains of the arm of the Service to which they belong. The Quartermaster-Serjeant will be examined in the same subjects as the Quartermaster. The Certificates of Proficiency will be made out on the same forms as those for the Officers. (*See* paras. **324** and **328.**)

383. Serjeants will be examined by the Adjutant of the Administrative Regiment or Corps to which they belong, and their Certificates of Proficiency will be signed by such Adjutant, and countersigned by the Commanding Officer. In the case of a Quartermaster-Serjeant the certificate will also be signed by the Quartermaster if he holds a Certificate of Proficiency.

Proficiency star.

384. Serjeants holding such certificates will wear a star, as prescribed in paras. **666** and **667,** and their names will be published in Regimental Orders.

Staff-Serjeant of Administrative Regiment.

385. A Serjeant on the Establishment of a Volunteer Corps may be appointed to act as Staff-Serjeant (except Serjeant-Major) of the Administrative Regiment to which the Corps belongs, remaining at the same time on the rolls of his Corps. (*See also* para. **947** as to Annual Returns.)

SECTION 11.—ENROLLED MEMBERS.

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386. Enrolled members are persons of every grade whose names are duly entered for service in the Muster Roll of a Corps. Definition.

387. All enrolled members of Volunteer Corps must be natural-born or naturalized subjects of Her Majesty. Must be British subjects.

388. No person below the age of 17 may be enrolled in a Volunteer Corps, except as provided in para. **391.** Age.

389. Except in the case of boys enrolled in accordance with para. **391,** no persons under 5 feet 6 inches in height in their stockings, or measuring less than 32 inches round the chest, will be enrolled in Artillery Volunteer Corps; and no persons under 5 feet 3 inches in height, or measuring less than 32 inches round the chest, will be enrolled in other Volunteer Corps. Height and chest measurement.

390. The chest measurement of each Volunteer enrolled since 1st January 1876 will be entered opposite his name in the Muster Roll of his Corps (W.O. Book 216). The measurement will be given in inches, and will be entered immediately under the record of the man's height, thus: C. M. — inches.

391. Boys of 12 years of age and upwards may, if the authority of the Secretary of State be first obtained, be enrolled as Trumpeters, Buglers, or Bandsmen, or for the purpose of being trained as such. The number of boys in excess of the Establishment of Trumpeters or Buglers must not exceed two for each Company, and the number of boys acting as Bandsmen, or being trained as such, must not exceed 12 for each Corps. Boys.

392. The application for authority will, in the case of boys intended to be trained as Trumpeters or Buglers, state the number of Trumpeters or Buglers, and the number of boys being trained as such, already enrolled in the Corps. In the case of boys to be enrolled for the Band, the application will give the number of enrolled Volunteers serving as Bandsmen,—distinguishing men from boys under 17,—and also the number of boys being trained as Bandsmen. In all cases it must be stated whether the consent of the parents or guardians of the boys it is proposed to enrol has been obtained.

393. Apprentices will not be enrolled without the consent of their masters. Apprentices.

394. Men belonging to the Militia or Army Reserve will not be enrolled as Volunteers, but any Out-Pensioner of Her Majesty's Regular Forces not being an Enrolled Pensioner may be enrolled as a Volunteer, with the consent of the Staff Officer of Pensioners of the district in which the man resides. Militia and Army Reserve.

Enrolment and oath of allegiance.

395. The signature of a Volunteer to the Muster Roll of a Corps constitutes enrolment; he should take the oath of allegiance (*see* sec. 6 Volunteer Act, 1863) as soon after his enrolment as possible.

Volunteers not to be enrolled in two Corps.

396. No member of a Volunteer Corps will be enrolled in another Corps until he has legally ceased to be a Member of the former Corps.

Volunteers dismissed from a Corps.

397. Persons dismissed from a Volunteer Corps for misconduct will not in any case be enrolled in another Corps without the special sanction of the Secretary of State. (*See also* para. **427.**)

Certificates of discharge.

398. The Commanding Officer of a Corps will give to any Volunteer who voluntarily quits it a Certificate of Discharge, on W.O. Form 1608, when requested to do so by such Volunteer. This Certificate will bear the signature either of the Commanding Officer or of the Adjutant.

Numbering.

399. A number will be assigned to each Volunteer on his enrolment, and will be entered against his name in the Muster Roll. A vacant number should never be filled up. When a Corps is incorporated into another Corps the men will receive fresh numbers, the old numbers and Corps being shown against their names in the Muster Roll.

Classification.

400. Enrolled Members are classed as Efficients or Non-efficients.

Efficients.

401. A Volunteer, in order to be reckoned as an Efficient, must obtain a Certificate of Efficiency, under the conditions prescribed in Her Majesty's Order in Council, dated 7th July 1874 (*see* pages 184 to 191 of the Appendix). The Forms of Certificate of Efficiency will be found at pages 187 to 191, and particular attention should be paid to the regulations printed on the forms defining the number and nature of drills which must be attended and the number of Volunteers who must be present in order that such drill may be reckoned towards efficiency.

402. When a Volunteer attends the drills of another Corps under the provisions of clause 14 of Her Majesty's Order in Council (*see* p. 186 of the Appendix) the Commanding Officer or Adjutant will furnish him with a certificate of his attendance, provided that the conditions laid down in the clause, that all the drills for the year are performed with the Corps, has been complied with. No such certificate will be granted in other cases.

Non-efficients

403. All Enrolled Members who do not fulfil the conditions referred to in para. **401** are reckoned as Non-efficients.

Efficient Engineer Volunteers.

404. The Courses of Instruction for Engineer Volunteers, referred to in the Form of Certificate of Efficiency for Engineer Volunteer Corps prescribed by the Scheme annexed to Her Majesty's Order in Council, are given at pp. 192, 193 of the Appendix.

405. Buglers may be reckoned in order to make up the minimum number of all ranks required by the Order in Council to be present to constitute a Company or Battalion Drill. Buglers to be reckoned under Order in Council.

406. Boys under 17 years of age, enrolled under the provisions of para. **391** as Bandsmen, or with a view to being trained as Trumpeters, Buglers, or Bandsmen, will not be reckoned amongst the numbers required to constitute a Company, or Battalion Drill counting towards efficiency. Boys not to be so reckoned.

407. Enrolled members are entitled to pension under Royal Warrant (*see* Appendix p. 197), in the event of their being incapacitated by reason of wounds or injuries received in the actual performance of Military Duty. Pensions for wounds, &c.

SECTION 12.—HONORARY MEMBERS.

Definition.

408. Honorary Members are of two classes:—

I. Persons who contribute to the funds of a Corps but are not enrolled for service.

II. Persons who have served as enrolled members and who, being willing to re-enrol, should occasion require their services, are placed on the list of Honorary Members, under the provisions of any rule of the Corps, made in accordance with Model Rule, No. 21, in Appendix, p. 199, without payment of subscription.

Honorary Members will not be included in the Muster Roll of the Corps to which they belong.

Status.

409. They are not subject to military discipline, nor allowed to interfere with the military duties of the Corps; but they may attend "plain clothes" drill when approved by the Commanding Officer. They are permitted to wear the uniform of privates of the Corps, with such distinguishing mark on the sleeve as may be sanctioned by the Commanding Officer, unless a special provision to the contrary is contained in the authorised Rules of the Corps. They are not, under any circumstances, liable to be assembled for actual service, unless they join or rejoin as enrolled members.

SECTION 13.—BANDSMEN.

410. All Bandsmen present on parade in Volunteer uniform must be Enrolled Volunteers. Must be Enrolled Volunteers.

411. If on any particular occasion it be found desirable for a Bandsman to attend a parade of a Corps other than that to which he belongs, there will be no objection to his doing so, nor to his wearing on such occasions the uniform of such Corps, provided that the consent of his Commanding Officer shall have been first obtained. On such occasion the Parade State will show the number of Bandsmen belonging to other Corps. May attend parade of another Corps.

412. Bands of Volunteer Corps will not appear in uniform for any purpose without the consent of the Commanding Officers of their Corps. As to appearing in uniform.

413. Only one Band will be allowed to appear with an Administrative Battalion at its Inspection. The number of Bandsmen will not exceed three for each Company actually present. Any enrolled members of the Band in excess of the above numbers, except boys under 17 years of age enrolled under the provisions of para. **391** must appear in the ranks. At Inspection.

414. No Bands will be permitted to accompany Volunteer Corps when they encamp with Regular Forces and Militia at Camps of Exercise. At Standing Camps each Battalion may be accompanied by 12 Bandsmen. Encampments with Regulars and Militia.

415. Bands will not be allowed to play in the immediate vicinity of places of public worship on Sunday. As to playing on Sunday.

See also para. **777,** which forbids Bands from playing during Gun Practice. Gun Practice.

416. Bandmasters and Bandsmen, of 17 years of age and upwards, if they wish to qualify for Certificates of Efficiency, must do so according to the conditions of Her Majesty's Order in Council, dated the 7th July 1874, for members generally. Their attendance as Bandsmen at a Brigade or Battalion Drill may be counted as attendance amongst the Battalion Drills required; but not more than three Bandsmen for each Company of those Companies actually on parade will be allowed to count such attendance. As regards boys under 17 years of age, see para. **406.** Qualification for efficiency

417. Authorised arrangements of the National Anthem for the use of Bands, for reed and brass instruments respectively, have been published, and a copy of the arrangement applicable to each Corps has been supplied to it. Both arrangements may be played in combination when so required. National Anthem.

SECTION 14.—DISCIPLINE AND COMMAND.

Discipline when not on actual service.

418. Section 21 of the Volunteer Act, 1863 (*see* Appendix, page 167), lays down the course to be observed as to the discipline of Volunteers while not on actual military service.

Corps not to assemble at times of Parliamentary elections.

419. Commanding Officers will not assemble their Corps for Drill or any other purpose between the issue of a Writ for the election of a Member of Parliament, and the termination of the election in any County or Borough in the neighbourhood of their Head-quarters.

Meetings in Corps.

420. Meetings will not be held in Corps for the purpose of expressing an opinion upon the acts of a Commanding Officer, or of recommending him to take a particular course of action, nor will memorials be drawn up to the same effect; and no meetings, except those called together by or under the authority of the Commanding Officer of a Corps, and on his responsibility, will be recognised.

Grievances.

421. If any Volunteer has cause to think himself aggrieved he will represent his case to his Captain; any appeal against the decision of the Captain will be made through him to the Commanding Officer, and any further appeal will be made through both these Officers to the General Officer Commanding the District.

Uniform not to be worn at political meetings.

422. Members of Corps will not individually or collectively attend political meetings, or join in public political discussion or demonstrations, in uniform.

Side-arms.

423. Commissioned Officers and Serjeants only are permitted to wear side-arms when off duty, and then only the authorised weapons of their respective ranks.

Artillery and Rifle Associations.

424. When Volunteers attend the meeting of an Artillery or Rifle Association they will be careful on all occasions during such meeting to appear either in the authorised uniform of their Corps or in purely civilian dress. The unsoldierlike appearance of Volunteers dressed partly in uniform, partly in civilian costume, brings discredit not only on themselves, but on the Force to which they belong.

Rifle Meetings abroad.

425. Volunteers will not attend in uniform or with Government arms at Rifle Meetings out of the United Kingdom.

Testimonials.

426. The rules laid down in Section VI., paragraph 43, of the Queen's Regulations and Orders for the Army, 1873, with respect to Testimonials, apply to the Permanent Staff of the Volunteer Force. Members of the Permanent Staff will be held responsible that they do not allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the Corps or Regiment to which they are or have been attached.

427. When a Volunteer has been dismissed for offences in uniform a notification of the fact, with the cause of dismissal, will be inserted in Regimental Orders. Dismissal.

428. Volunteers in uniform will salute all Officers of the Regular and Auxiliary Forces in uniform. Officers to be saluted.

429. When Volunteers belonging to one or more Corps are brought together under arms at Rifle Shooting Matches, or on other occasions, the Senior Officer present will be considered as in command of all the Volunteers upon the ground; and, although his position in this respect does not involve any authority for his interference in the arrangements of the meeting, yet he is held responsible for the due maintenance of order and discipline amongst the Volunteers under arms. Command of Volunteers at Rifle Shooting Matches, &c.

SECTION 15.—DUTIES IN AID OF THE CIVIL POWER.

Volunteers may act as Special Constables.

430. Her Majesty's subjects are bound, in case of the existence of riots, to use all reasonable endeavours, according to the necessity of the occasion, to suppress and quell such riots. Members of the Volunteer Force are not exempted from this general obligation, and they may, in common with all other Her Majesty's subjects, be required by the Civil Authority to act as Special Constables for such purposes, but they must not when so acting appear in uniform.

Not to aid Civil Power as a Military Body.

431. The Civil Authority is not in any case entitled to call upon or order Volunteers to act as a Military Body in the preservation of the peace.

To be armed with constable's staff.

432. In cases of riots and disturbances not amounting to insurrection, and not having for their object the commission of felonious acts or the subversion of the Civil Government, members of the Volunteer Force, if employed as Special Constables, should be armed with the ordinary constable's staff.

Cases in which other weapons may be used.

433. In cases of serious and dangerous riots and disturbances the Civil Authority may require Her Majesty's subjects generally, including members of the Volunteer Force, to arm themselves with and use other weapons suitable to the occasion; and such other weapons may be used accordingly by members of the Volunteer Force, according to the necessity of the occasion.

Defence of Storehouses and Armouries.

434. In the event of an attack upon their storehouses or Armouries, members of the Volunteer Force may combine and avail themselves of their organization to repel such attack, and to defend such Storehouses and Armouries, and for such purposes may, if the necessity of the occasion require it, use arms.

SECTION 16.—HONOURS, SALUTES, AND DECORATIONS.

435. A Guard of Honour or Escort may be provided as a matter of course for a member of the Royal Family, or for the Lord-Lieutenant of the County on arrival in the neighbourhood of the Head-Quarters of a Regiment or Corps, and, if provided, a report will be made to the General Officer Commanding the District by the Commanding Officer; but in no other case will any body of Volunteers take part in any public procession or ceremony, or form a guard of honour, without the special authority of the General Officer Commanding the District. (*See* also para. **927.**) Guards of Honour and Escorts.

436. At a Review, Brigade Field Day, or Inspection of only Militia and Volunteer Forces of any County, the Lord-Lieutenant of the County will, if present in uniform, be entitled to the salute on coming on to the ground, as well as at the marching past; but the military command will be exclusively in the hands of the Officer in Command, who will give the order for the salute, and march past at the Head of the Troops. In the case of Reviews or Brigade Field Days of Auxiliary Forces of different Counties, or of Regular, Auxiliary, and Reserve Forces combined, the Senior Officer present will take the salute. Salute at Reviews, &c.

437. No salute will be fired by the members of any Administrative Brigade or Corps of Artillery Volunteers, as such, without proper authority having been previously obtained for such salute. Authority for Artillery salutes.

438. Application for permission to fire a salute will be made through the Officer Commanding the Auxiliary Artillery in the Sub-District; and the application will be submitted by the General Officer Commanding the District for the sanction of the Secretary of State. (*See* also para. **928.**)

439. When the Secretary of State's approval has been obtained, the requisite directions will be given for firing the salute with service guns and ammunition, under the orders of the General Officer Commanding the District.

440. Medals and Decorations given by the Queen, or by a foreign Sovereign—the acceptance having been sanctioned by Her Majesty—will be worn on the left breast. Medals awarded by a Society for bravery in saving human life will be worn on the right breast. No other Medals or decorations will be worn by Volunteers in uniform; this regulation is, however, not intended to apply to authorised prize shooting badges to be worn on the arm. Medals and Decorations.

441. No Decoration or Medal given by a Foreign Sovereign may be worn unless Her Majesty's permission to accept and wear it has been granted. The Regulations issued by the Foreign Office, regarding Foreign Orders and Medals, will be strictly adhered to.

SECTION 17.—COURTS OF INQUIRY.

Nature of.

442. A Court of Inquiry is not a judicial body; it has no power to administer an oath. It is to be considered as a Board of which the Secretary of State, or an Officer in Command of a Corps, may make use to assist him in arriving at a correct conclusion on any subject upon which it may be expedient for him to institute an inquiry.

In Administrative Regiments.

443. The Commanding Officer of an Administrative Regiment may also assemble a Court of Inquiry, to investigate any matter with which he has himself the power of dealing.

Inquiry into conduct of an Officer.

444. If it is found necessary to cause the conduct of an Officer to be investigated by a Court of Inquiry, the Secretary of State's authority for convening the Court must be obtained through the General Officer Commanding the District; and the Court, in such a case, must be composed of Officers of the Volunteer Force within the county to which the Officer's Corps belongs.

Duties of Court of Inquiry.

445. The duties of a Court of Inquiry depend on the instructions which the convening authority may think proper to give. It may either be employed merely in collecting and arranging evidence, or it may, in addition, be directed to give an opinion as to the facts established by that evidence, but it has no power to pronounce any judgment as to the course to be taken by the convening authority in dealing with those facts.

Inquiry into conduct of persons.

446. When facts connected with the conduct of an individual are submitted to the investigation of a Court of Inquiry, the instructions for the guidance of the Court will be sufficiently specific, as regards matter, names, dates, and places, to convey clearly to the Court the nature of the subject into which it is appointed to inquire, and also to enable the person whose conduct is called in question to know what he has to answer.

Inquiries may be open or close.

447. It rests with the authority who orders the assembly of a Court of Inquiry to decide whether it shall be open or close.

Record of evidence.

448. All evidence taken by a Court of Inquiry will be recorded as nearly as possible in the words of the witness, and in the order in which it is received.

Proceedings.

449. The proceedings, when closed, will be signed by the President and Members, after which they will be forwarded by the President to the convening authority.

Re-assembly of Court.

450. A Court of Inquiry may be re-assembled as often as the superior authority may deem necessary, and on every occasion of its meeting it is competent to receive and record new evidence.

SECTION 18.—RULES FOR MANAGEMENT OF PROPERTY, &c.

451. In order to give legal force to the Rules proposed by a Volunteer Corps for the management of its property, finances, and civil affairs, they must be approved at a General Meeting of the Officers and other members of the Corps, and submitted by the Commanding Officer to the Secretary of State for the approval of Her Majesty, in a letter addressed direct to the Under-Secretary of State, War Office, London, S.W. Must be submitted to a General Meeting and approved by Her Majesty.

452. In the case of an Administrative Regiment the Draft Rules will be forwarded through the Officer Commanding such Regiment. Corps in Administrative Regiments.

453. A Model set of Rules is given in the Appendix, pages 198 and 199 for the guidance of Corps in drawing up their Rules, but the Secretary of State will not object to consider any set of Rules drawn up in a different manner, which may be duly submitted to him for Her Majesty's approval. Model Rules.

454. Rules of Volunteer Corps which are to be forwarded to the Secretary of State for submission to Her Majesty must be printed, and three copies must be transmitted, two copies being intended for retention at the War Office, the third to be returned to the Corps with any alterations that may be required. Rules to be submitted in triplicate.

455. In forwarding copies of Rules or amended Rules for approval, Commanding Officers will state the date on which such Rules or amended Rules have been submitted to and approved by the Officers and other members at a General Meeting of the Corps. Date of approval by General Meeting to be given.

456. Any Rules or amended Rules submitted for the approval of Her Majesty must contain provisions for the appointment of a Finance Committee, consisting of not less than three members, besides the Commanding Officer. Rule for appointment, &c. of Finance Committee.

457. The Rules must state what persons are eligible to be Members of the Committee, and whether the Members are to be appointed by the Commanding Officer or elected by the Corps; also the number of persons of whom the Committee is to consist, and how many are to form a quorum.

458. The Rules must prescribe in what month the annual appointment of the Finance Committee shall take place. Such month must not be one of those from November to April, both inclusive.

459. An Administrative Regiment cannot have Rules having legal force under Act of Parliament distinct from those of the several Corps of which it is composed. Administrative Regiments.

SECTION 19.—STORES.

I.—General Rules.
II.—Arms.
III.—Tools, Musketry Stores, &c.
IV.—Artillery Equipment.
V.—Ammunition.
VI.—Camp Equipment.
VII.—Return to Ordnance Store Department.
VIII.—Regimental Equipment Accounts.

I.—GENERAL RULES.

Responsibilty for, and care of.

460. The Commanding Officer of a Volunteer Corps is responsible to the Secretary of State for all the Stores which are supplied by Government for the use of the Corps. The Officer Commanding an Administrative Regiment is responsible for the equipment of the Regiment under his command, in the same way as Officers in command of Regiments of the Regular Forces; the several Commanding Officers of Corps being responsible to him for the proper custody and preservation of the arms and stores entrusted to their care, and being liable to make good any loss by damage or deficiencies.

Periodical Inspection.

461. Officers Commanding Administrative Regiments or Corps of Volunteers will make, or cause to be made for their information, frequent inspections of the whole of the equipment of the men under their command, and when any defects are discovered therein, they will at once see that they are remedied.

Inspection on assuming command.

462. Officers on assuming command will, except in the case of the absence on leave of the senior Officer, ascertain either by personal inspection or by the inspection of Officers acting under their authority, the actual state of the equipment given over, satisfying themselves that the articles agree in condition and quantity with those charged in the Equipment ledgers. They will further satisfy themselves that all the equipment is properly appropriated, that it is in a thoroughly serviceable condition, and complete in all details, that it is under proper protection, and in all respects in accordance with the orders of the Secretary of State.

463. An Officer on assuming command will forward to the General Officer Commanding the District in which the Regiment, Brigade, Battalion, or Corps is located, a certificate in duplicate signed by himself and the Officer giving over command, or his representative, as to the state of the equipments.

464. Should the actual stock not agree with the ledger charge, or should any discrepancies be found to exist, a report will be made through the General Officer Commanding to the Secretary of State, accompanied by a list showing the articles deficient or surplus, as well as any explanations that can be given to account for the same.

465. One copy of the certificate will be transmitted by the General Officer to the Secretary of State, and the duplicate returned to the Officer assuming command, to accompany his Annual Equipment Accounts; he will then be understood to have admitted the accuracy of his predecessor's accounts, and will be held personally responsible for any discrepancies which may subsequently be discovered.

466. When a difference of opinion exists between Command-

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ing Officers on a change of command, or on the occasion of any transfer of equipment, as to the state, quantity, or description of the articles to be transferred, application will be made to the General Officer Commanding by either of the Officers between whom the difference exists, for the assembly of a Board to consider the matter.

Requisitions, mode of making.

467. All requisitions for the supply or exchange, and for the delivery into store of all descriptions of stores, and correspondence connected therewith, will be forwarded direct to the Commissary-Generals of the Ordnance Store Department, in the districts in which the Regiments and Corps are situated, except in the Home District, the requisitions from which will be sent to the Commissary-General, Royal Arsenal, Woolwich.

468. Requisitions for new Artillery equipments, or for the exchange of guns and artillery stores, will be transmitted through the Officers Commanding Auxiliary Artillery in the sub-districts; if for new equipments they will be sent on to the Director of Artillery and Stores, but if to replace unserviceable stores to the Commissaries-General, as directed in para. **467.**

469. All demands will be made on the prescribed forms of requisition, and will be signed by the Commanding Officer of the Corps, except in the case of Corps forming part of an Administrative Regiment. Requisitions in connection with armaments and equipments will be made on W. O. Forms 1456 and 1457, instead of the equipment forms with printed details, whenever the items demanded are few in number, the necessary particulars being filled in in manuscript. In the event of copies of these forms not being available, the requisitions will be made out wholly in manuscript, but care will be taken to state in the column for remarks the purpose for which the stores are demanded, and the authority for the supply.

470. In the case of Corps forming part of an Administrative Regiment, the demands will be made by the Officer Commanding such Regiment, who will state to what Corps respectively the articles are to be sent. The stores will be forwarded direct to such Corps, accompanied by the Vouchers representing the supply. The Vouchers will be signed by the Commanding Officer of the Corps, and sent immediately to the Officer Commanding the Administrative Regiment, to be countersigned by him, or, in his absence, by the Adjutant. The pecuniary liability of the Commanding Officer will not be affected by this arrangement, since he will keep a simple record with the several Corps, Officers in command of which will be responsible to him as laid down in para. **460.**

471. All requisitions will be made in duplicate, and in good time to allow of the issue or exchange of the stores being made without difficulty by the date on which they are required. They will show the Establishment and actual strength of the Regiment

GENERAL RULES—contd.

or Corps; also the service for which the several articles are required, the number of such articles allowed by regulation, the quantities on charge, and the time equipments to be replaced have been in use. When articles are required in lieu of others which have become unserviceable, the number of the latter to be delivered into store will be shown.

472. Stores required to be supplied on prepayment will not be included in the same requisition with those supplied without payment.

Complaints of Stores issued.

473. In the event of complaints being made by Volunteers of the state of the stores issued for their use, Commanding Officers and Adjutants of Corps and Administrative Regiments will carefully test such stores before forwarding any complaint, and the result of their examination, if unfavourable to the stores, will be reported to the Commissary-General. Commanding Officers of Volunteer Corps forming part of Administrative Regiments will be careful to forward any such complaints which they may have to make through the Officer Commanding the Administrative Regiment.

Stores issued on payment to be paid for before issue.

474. Stores which are authorised to be issued to the Volunteer Force on payment, will be paid for prior to issue, and the necessary directions for payment will, on receipt of the requisition, be given by the Secretary of State or by the Commissary-General concerned, as the case may be.

Correspondence of Corps in Administrative Regiments.

475. All correspondence between Officers of the Ordnance Store Department and Corps forming part of Administrative Regiments, will be conducted through the Officers Commanding such Regiments.

II.—ARMS.

Arms supplied by Government.

476. Every Administrative Regiment of Volunteers, and every Corps not forming part of such a Regiment, will be supplied gratuitously with Arms from the Government Stores, to the full number of its enrolled members, if required.

Description of Arms.

477. The description of Arms at present supplied to Administrative Regiments or Corps of Volunteers are detailed in Appendix, page 200. A sling is issued for each rifle.

Cadet Corps.

478. The supply of Arms to a Cadet Corps is governed by para. **963.**

Responsibility for Arms issued.

479. All Arms issued to a Volunteer Corps remain the property of Her Majesty's Government; and the Commanding Officer for the time being is held responsible for their being at all times in a serviceable state, and for their being returned into store when required, in good condition, fair wear and tear excepted.

Place for custody of Arms.

480. Before any Government Arms can be issued to a Volunteer Corps, the Corps must provide, at its own expense, an armoury of sufficient size to contain all its arms. The Store-houses should be thoroughly dry and well-aired buildings,

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free from worm-eaten timber, and should be kept well white-washed and clean. Armouries which have been approved will not be changed without the authority of the Secretary of State, obtained through the General Officer Commanding the District.

W.D. Buildings.

481. Commanding Officers are not authorised under an circumstances to incur expenditure on account of War Department Buildings used by the Volunteers. Should they consider any alterations or repairs to the buildings necessary, they will communicate with the Commanding Royal Engineer on the subject.

Safety of armoury against attack.

482. It is the duty of the Commanding Officer to see that the armoury is kept at all times as safe against attack as circumstances will permit, but if, with a view to increasing the security of the arms, he deems it advisable to give them into the custody of individual members, instead of keeping them collected in one place, he may do so on the conditions laid down in para. **483.** If circumstances arise which render it desirable that the Arms of a Corps should be returned into a Government Store as a temporary measure of security, the Commanding Officer will represent the particulars of the case to the Secretary of State, who, if he considers it necessary, will authorise the arms being thus disposed of, either at once, or when the Commanding Officer may deem expedient. If sanction be given for the removal of the arms, the Corps will be supplied by the Ordnance Store Department with arm-chests for the purpose.

Arms to be kept in armoury unless men are specially permitted to take them home.

483. The Arms will be deposited after drill in the armouries of the Corps, except when the Commanding Officer may judge it expedient to permit members of the Corps to keep their Arms at their own houses, in which case a written permission will be given by him to each member who is allowed to take his Arms home. As the Commanding Officer is responsible to the Secretary of State for the condition of the Arms issued to the Corps, it will be his duty to give such permission with care, and it may be withdrawn by him in any case whenever he may consider it necessary. The Arms retained in private custody will be subject to inspection at any time by the Lieutenant-Colonel of the Sub-district, and the Commanding Officer and Adjutant of any Administrative Regiment to which the Corps may belong; and they will be examined at least once in six months by the Commanding Officer of the Corps, or by some Officer or Officers appointed by him for that duty. In any case in which the Arms are neglected, the discretionary power granted to the Commanding Officer in this paragraph will be withdrawn.

Inspection of Arms in private custody.

484. One of the two Inspections of Arms in private custody to be made by an Officer or Officers of the Corps, as prescribed in para. **483,** must take place between the 15th September and 31st October in each year.

Cleaning and care of Arms.

485. Great attention must be paid to the proper cleaning and care of the arms entrusted to the Volunteers. Commanding

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Officers will caution the Volunteers under their command that any neglect in this respect may be attended with danger to themselves, and will impair the accuracy of the weapon.

486. The locks of the rifles, when in use, will be taken to pieces and thoroughly cleaned and oiled at least once every two months by properly qualified persons. In wet weather the rifles will invariably be cleaned immediately after use. Rangoon oil can be obtained on prepayment from the local Commissary of Ordnance.

Tampering with Locks, &c. of Rifles.

487. Volunteers must not, under any circumstances, tamper with their rifles; and any rifles which on inspection may be found to have had their locks or any other parts improperly altered, will be at once returned into store, and repaired at the expense of the Corps.

488. On the examination of Arms returned into store by Volunteer Corps, the Stocks of the Rifles have, in several instances, been found damaged by having had holes bored and lead inserted in them. Commanding Officers are therefore requested to call the special attention of the Volunteers under their command to the Regulation laid down in the foregoing paragraph, and to point out to them that tampering with Government Arms entrusted to their care is a serious breach of discipline, and will render any Volunteer who may be guilty of it liable to dismissal from his Corps.

Arms lost by neglect.

489. The full value must be paid for arms lost by neglect, irrespective of the time they have been in use.

Mode of marking Arms.

490. Every rifle in possession of a Corps will bear engraved upon the heel-plate the letter V., and the letters denoting the county, according to the arrangement shown in Appendix, page 201; the number of the Corps will also be added, and the rifles will be numbered consecutively from 1 upwards, in the manner shown in Appendix, page 203. When the heel-plate of a Rifle is of case-hardened steel instead of brass the marks will be placed on the butt.

491. In addition to the letter V. no letters, except those indicating the county, will be engraved on the rifles issued to Rifle Volunteer Corps: on those issued to Light Horse, Artillery, Engineer, and Mounted Rifle Volunteer Corps, the letters L., A., E., or M., denoting the arm of the Service, will be added, thus—

$$\frac{\frac{V}{M^x\ L\ 2}}{1}$$

492. Corresponding letters and numbers will also be engraved on swords and on scabbards for swords and sword bayonets. The sketch given in Appendix, page 203, shows the position of the marks engraved. Common and sword-bayonets will be marked with numbers only; the former on the blade crossways close to the neck, the latter on the pommel of grip lengthways. Jags and cleaning rods will also bear numbers only.

ARMS—cont^d.

493. The Arms of a Corps will be marked by the Ordnance Store Department previously to their issue. The requisition in which the Arms are demanded will state the numbers to be engraved on them. Marking Arms before issue.

494. In the event of a Corps being amalgamated with another, the Arms will be re-marked by the War Department on the next occasion of their being sent for re-browning, a memorandum being forwarded with them stating the numbers to be engraved. Re-marking Arms of amalgamated Corps.

495. Such number of the Serjeant-Instructors, to be selected by the Commanding Officer of the Administrative Regiment or Corps, as may be fixed in each case by the Secretary of State, having regard to the number of separate armouries, and the other circumstances of the Regiment, will be required to go through a course of instruction at the Royal Small-Arms Establishment, Birmingham, which will ordinarily occupy about 10 days. On the satisfactory completion of their course, they will receive certificates as certified Armourers. (*See also* paras. **225–227,** and **259.**) Course of instruction for Armourers.

496. The duties of a certified Armourer will be to examine thoroughly every arm in his charge once every three months; to keep a record of the condition of the Arms; to make detailed reports to the Commanding Officer of the Administrative Regiment or Corps, who will be held responsible that the duties of the Armourer are properly performed; and to execute such minor repairs as are laid down in the code of instructions he will receive at Birmingham. A certified Armourer will receive a payment of 1*d.* for each arm in possession of the Corps and inspected by him, payable annually, the payment to be conditional on a certificate signed by the Commanding Officer that the duty has been satisfactorily performed. This payment will not be allowed in any year in which a Government Viewer may report the state of the Arms to be unsatisfactory. Duties of certified Armourers.

497. The payment for the inspection and repair of Arms under the preceding paragraph will be charged in the accounts of Adjutants of Volunteers, under the head of "Inspection and Repair of Arms." These charges will be made in the Accounts for the half-year ending 30th September, and will be supported by proof of payment, and by certificates from the Commissary-General, Royal Arsenal, Woolwich, specifying the number of arms in charge of the Administrative Regiment or Corps; also by certificates from the Officer Commanding the Regiment or Corps stating that the duties of the certified Armourers have been performed to his satisfaction. The allowance may be paid to the armourers as soon as the certificate from Woolwich has been received. Payment to certified Armourer.

498. A mandril guide and extractor wrench will be issued for the use of every certified Armourer at the public expense, and will be accounted for in the same way as the Arms. The remaining tools necessary for the repair and keeping of rifles in order will be provided by Corps out of the Capitation Grant. They can be obtained from the Ordnance Store Department on Tools for repairs, &c.

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prepayment, at the prices set forth in the authorised Vocabulary of Stores.

Spare parts for repairs.

499. The following proportions of spare parts will be issued to enable the Serjeant-Instructors to execute repairs :—

Arms, interchangeable, parts of.

Actions, B.L. Snider, parts of,	common to parts. II.** & III.	covers, spring	external	1 of each per corps up to 500 strong. 2 of each per corps above that number.
			internal	
		nipples		1 per cent.
		pistons		2 "
		screws, pin, breech-block		1 "
		springs, " "		
		" piston		
	special to parts.	II.**	pins, locking	1 of each per corps up to 500 strong. 2 of each per corps above that number.
			screws, locking pin	
			springs "	
		III.	bolts, breech-block	1 for corps up to 500 strong. 2 above that number.
			pins, roller, axis, thumbpiece	
			rollers, "	
			screws, "	1 per cent.
			springs, bolt, breech-blk.	1 per corps up to 500 strong. 2 above that number.
			thumbpieces	
Barrels, sighted, B.L. parts of, screws, breech tang, all arms, &c.				2 for corps up to 500 strong. 4 above that number.
Bayonets,	common parts of	rings, locking, carbine, &c.		1 of each per corps up to 500 strong. 2 of each per corps above that number.
		screws, " "		
	sword B.L. Sndr. parts of,	common to all sword bayonets	screws, spring	
		scabbards, steel, carbine,	parts of, screws, (sets of 2)	
Caps, snap, parts of, leathers, all B.L. Snider arms				⅓ for arms in charge.
Furniture,	bands without screws,	parts of all B.L. arms, &c.	screws, lower, and middle.	N.P. 2 of either per corps up to 500 strong. O.P. 4 of either per corps above that number.
		upper, parts of	screws for carbine, artillery, B.L., &c.	1 of each per corps up to 500 strong. 2 of each per corps above that number.
			screws for rifle, patt. ·/53.	
			swivels, all B.L. arms, &c.	1 for corps up to 500 strong, 2 above that number.
	caps, nose, parts of, screws,		carbine, artillery, B.L. Snider, &c.	1 of either for each corps up to 500 strong. 2 of either for each corps above that number.
			rifle, patt. ·/53.	
	cups, side, parts of, screws, all arms			1 of each for corps up to 500 strong. 2 of each for corps above that number.
	plates,	butt, parts of screws, all arms,	large	
			small	
		trigger guard, parts of,	eyelets, all arms, &c.	4 for corps to 500 strong, 8 above.
			swivels, rifle, patt. ·/53 &c.	8 " " 16 "
			swivels, parts of, screws	2 per cent.
			screws	1 for corps to 500 strong, 2 above.
	swivels, butt, carbine, artillery			2 " " 4 "
Rammers, parts of, stops, iron, all Snider converted arms				1 " " 2 "
Rods, cleaning B.L. Snider, parts of, nuts, rod holder				1 " " 2 "
Sights, back, elevating, parts of, leaves assembled with caps and slides			carbine, artillery rifles, patt. ·/53 patt. ·/60	1 of either for corps up to 500 strong. 2 above.

ARMS—contd.

500. These proportions will be kept up by Annual Requisitions on the Commissary General of the District in which the Administrative Regiment or Corps is situated, except in the Home and Woolwich Districts, where the Requisitions will be sent to the Commissary General, Royal Arsenal.

501. The Requisitions will be made upon War Office Form 1457. These forms can be obtained upon application to the local Commissary General.

502. The total number of Articles issued for all Repairs during the year will be inserted in the column "Expended in Repair." In the column of "Remarks" will be shown, in red ink, the numbers of this total, which have been expended in making good defects caused by carelessness or wilful damage, the cost of which will be credited in the accounts of the local Paymaster, and the Commanding Officer will insert in the "Remarks" column of the Annual Requisition, a reference to the particular account in which the value has been credited. The rates at which credit is to be given will be found in the authorised Vocabulary of Stores.

503. In a Corps below the strength of 100, the proportion of spare parts will not be less than that laid down in para. **499** for 100 men.

Snap-cap leathers.

504. Snap Cap Leathers will be issued in the proportion of one for every three arms annually. They will be demanded on W.O. Form 1457, with the other spare parts for Repair of Arms, and will be dealt with in the same way. Such Regiments and Corps as are not in possession of Tools for fixing the Leathers can obtain them by Requisition on the Ordnance Store Department on prepayment of their value.

Tools for fixing.

Repair and rebrowning.

505. All arms which require rebrowning or repairs of such a nature as cannot properly be effected by a Serjeant-Instructor holding a certificate as an Armourer, will be forwarded to the Royal Small-Arms Establishment, Birmingham.

506. When the Commanding Officer of a Volunteer Corps is about to send arms for repair or rebrowning, he will make application to the Assistant Superintendent, Royal Small-Arms Establishment, Birmingham, requesting to be informed when that Officer will be prepared to receive them, stating also the number about to be sent. In the case of a Volunteer Corps forming part of an Administrative Regiment, the application will be forwarded through the Officer Commanding the Regiment. Should chests be required they must be demanded from the local Ordnance Store Officer on W.O. Form 1456. Upon receipt of the application at Birmingham a reply will at once be forwarded to the Commanding Officer and a blank voucher will be enclosed, which will be filled up, giving a list of the repairs required, and then be signed and returned to Birmingham.

Packing.

507. Arms sent for repair or rebrowning will be carefully

ARMS—cont^d.

packed in chests with the fittings in their proper positions; and upon the return of the arms from Birmingham the chest with the fittings should be at once returned to the Ordnance Store Officer from whom they were originally received.

Triennial re-browning.

508. The arms in possession of Volunteer Corps will be sent in for inspection and rebrowning triennially; the Corps which are to send in their arms in each year being informed by circular. In forwarding the arms to Birmingham for this purpose they should be sent in complete, with bayonets, scabbards, cleaning rods, and snap-caps, which should be packed with their proper arms. As far as practicable, the arms Nos. 1 to 20 will be placed in No. 1 chest, 21 to 40 in No. 2 chest, and so on. Any arms or parts of arms found deficient will be charged for.

Vouchers.

509. Arms or parts of arms sent to or from the Repairing Factory, Birmingham, will in all cases be handed over and taken on charge by means of Delivery and Receipt Vouchers.

Charges.

510. Repairs necessitated by fair wear will be executed free of charge; the expense of other repairs will be borne by the Corps.

Cost of carriage.

511. The cost of carriage of arms, forwarded for rebrowning or for repairs necessitated by fair wear, will be defrayed at the public expense; but if the work is chargeable to the Corps, the cost of transit will be recovered when the claim is sent.

Claims for payment.

512. As soon as arms sent to Birmingham for repairs or rebrowning have been examined, and the extent of the repairs chargeable against a Regiment or Corps ascertained, a claim will be transmitted to the Officer Commanding, with instructions as to the payment of the amount.

513. This claim will be sent back, with the remittance, to the Assistant Superintendent, Royal Small-Arms Establishment, Birmingham, who will cause it to be receipted and returned. The arms will be returned as soon as the repairs are completed.

Deficient articles.

514. The Small-Arms Establishment, Birmingham, will supply deficient articles, such as bayonets, scabbards, cleaning-rods, and snap-caps to arms sent in for repair, and engrave upon them the numbers and letters of the Administrative Regiment or Corps, should a request to that effect be made by the Officer Commanding when the arms are sent in; but in the event of such articles being required for arms not sent in for repair, but to make good deficiencies at a Regiment or Corps, such Stores should be demanded from the local Ordnance Store Officer.

Viewing rifles made by private makers.

515. Volunteers who are in possession of Enfield, Snider, or Martini-Henry Rifles made by private makers, and are desirous of having them inspected with the view of ascertaining whether they can be used in shooting matches, will apply to the "Superintendent, Royal Small-Arms Factory, Enfield," who will cause the arms to be viewed either at Enfield, Tower of London, or Birmingham. The name of the maker from whom the Rifles have been ordered will be stated in the application. For every

ARMS—cont^d.

arm viewed the sum of one shilling will be charged against the owner of the Rifle in order to defray the cost of the Viewer's time. In every case the cost of carriage to and from the Small-Arms Department must be defrayed by the owner of the rifle.

516. Commanding Officers of Volunteer Corps having surplus arms in possession, will place themselves in communication with the local Commissary General, with a view to the return of such arms into store, unless there is an immediate prospect of their being required for recruits. In the case of an Administrative Regiment the communications will, as usual, be forwarded through the Officer Commanding. Commanding Officers will report to the War Office the number of arms returned. Surplus Arms.

III.—TOOLS, MUSKETRY STORES, &c.

517. Articles for Musketry Instruction, other than those enumerated in the following paragraph will be supplied to Corps by the War Department, at the prices given in the authorised Vocabulary of Stores. Articles supplied by W.D.

518. Volunteer Corps should provide themselves with the under-mentioned articles, viz. :— Articles provided by Corps.

Targets.
Brushes, large, for colouring targets (1 lb. brushes).
Ditto small ditto (sash tools).
Whiting.
Lamp-black.
Glue, to make size.
Files, to retain documents.
Sponge.
Chalk.

519. Engineer Volunteer Corps will be supplied with the necessary tools and materials for Field Works from the stock of the Commanding Royal Engineer of the Military District in which they are located. The Commanding Officer will be responsible for the safe custody of the Stores, and for their return to the Commanding Royal Engineer when worn out or no longer required. Tools and materials for Engineer Corps.

520. Pioneers' implements and cases are issued gratuitously to Corps of Rifle Volunteers having the Establishment of a Battalion. Commanding Officers, in making application to the War Office for these implements and cases, will state the number of men, not exceeding two for each Company, who are to act as Pioneers, and the Secretary of State will then authorise the issue of the articles required, with instructions as to how they are to be distributed amongst the men. Pioneers implements.

IV.—ARTILLERY EQUIPMENT.

Proportion of guns allowed. Gun carriages.

521. Where no guns are available on permanent works, guns will be allowed for the instruction of Artillery Volunteers in a proportion not exceeding two guns for every Battery.

522. As a general rule these guns are mounted on garrison carriages, but in special cases guns on travelling carriages, when available, will be issued.

Serjeant-Instructors act as custodians.

523. The Serjeant-Instructors or Non-Commissioned Officers of the Royal Artillery attached as Temporary Drill Instructors will act under the orders of the Commanding Officer as custodians of the guns, gun ammunition, and Artillery stores issued to Artillery Volunteers.

Floating targets.

524. A description and drawing of the pattern Floating Target (Mark III.), for sea practice by Artillery Volunteers, are given in the Appendix, pp. 204 and 205.

525. The following is the estimated cost of the target and its various parts, and these prices will govern the claims made in accordance with the instructions contained in para. **529** :—

	£	s.	d.
Raft - - - - - -	0	15	7½
Flag-staff - - - - -	0	5	6½
Cable - - - - -	1	1	1¼
*Flag and Halyard - - - -	0	6	6
*Cask or Vat, ½-ton, fitted with guys, &c. -	1	0	11¼
Anchor, 30 lb. - - - -	1	0	0
Line and Buoy - - - -	0	0	6
	4	10	2½

526. Floating Targets are allowed to an Artillery Volunteer Corps in the proportion of one for each battery.

Boats to place targets.

527. The hire of boats to place targets will in all cases be paid by the Corps.

Land targets.

528. In the case of a Corps requiring a Land Target instead of a Floating Target, a sum not exceeding 2*l.* 10*s.* is allowed for its purchase, and may be claimed in accordance with the instructions contained in the following paragraph. A description of the target is printed in the Appendix, page 205.

Bills for repairing or replacing targets.

529. Bills for the repair of targets or for new targets, either to replace those damaged or shot away or for Corps augmented or newly raised, will be forwarded by Officers Commanding Artillery Volunteer Corps to the local Ordnance Store Officer, by whom the tradesmen's accounts will be paid, and by whom the targets will be taken on charge.

530. In the case of repairs, a certificate from the Officer Commanding the Royal Artillery in the District, as to the reasonableness of the charges, will accompany the bills sent to the Ordnance Store Officer.

* These articles will in all possible cases be drawn from the nearest Ordnance Store.

V.—AMMUNITION.

531. Ammunition, in the following Annual Proportions, to be reckoned from the 1st January in each year, is allowed to Volunteer Corps and to the Staff of Administrative Regiments of Volunteers of the several arms. Proportions allowed.

	For Guns.			For Small Arms.	
	Shot.	Shell.	Blank.	Ball.	Blank.
LIGHT HORSE.					
For every Member returned as Efficient in Annual Return of 1st November preceding - - -	—	—	—	30	50
ARTILLERY.					
For each Battery - - - - - -	60	15	—	—	—
For each Division - - - - - - -	45	10	—	—	—
For each Sub-Division - - - - - -	20	5	—	—	—
At each assembly for a Review or Field Day, when the numbers do not exceed 6,000—					
For each Gun of position - - -	—	—	20	—	—
For each Garrison Gun - - -	—	—	15	—	—
At each assembly for a Review or Field Day, when the numbers exceed 6,000—					
For each Gun - - - - - -	—	—	25	—	—
For every Member returned as Efficient in Annual Return of 1st November preceding - - -	—	—	—	50	60
ENGINEER, MOUNTED RIFLE, AND RIFLE.					
For every Member returned as Efficient in Annual Return, dated 1st November preceding - -	—	—	—	90	60

532. The Artillery ammunition will be issued on demand of the Officer Commanding the Royal Artillery in the District, as for the Royal Artillery. (W.O. Forms 966 and 978.) Issue of Artillery Ammunition.

533. Artillery Volunteer Corps having mortars in possession will be supplied with mortar shells at the rate of 10 for each Battery, with fuzes and blowing charges at the discretion of the Officer Commanding the Royal Artillery in the District, an equal number of rounds of gun ammunition being deducted from the annual allowance. Mortar shells.

534. Corps which practise with Rifled and Smooth Bore Guns are allowed 50 per cent. of the regulated amount of ammunition for each. The size of the Rifled Guns is not to exceed that of the 64-pr. M.L.R. or the 40-pr. B.L.R. Corps practising from Corps using both Rifled and Smooth Bore guns.

AMMUNITION—cont[d].

64-prs. 40-prs. B.L.R., and Smooth-Bore Guns are allowed one-third of the 75 rounds for each nature.

Gun Ammunition for Reviews.

535. Officers Commanding Artillery Volunteer Corps which have received authority to attend a Review or Field Day, will give notice as early as possible to the Officer Commanding the Royal Artillery in the District, at the same time furnishing him with a statement of the number and nature of the Guns to be used by the Corps, and of the total number of Volunteers expected to be present on the occasion, in order to enable him to provide for the supply of the proper amount of Blank Gun Ammunition. (*See* W.O. Form 978.)

Gun ammunition for Corps distant from Government Magazines.

536. Officers Commanding Artillery Volunteer Corps the Head-Quarters of which are distant from Government Magazines, will, at the beginning of the season for exercise, apply for the estimated number of rounds of blank ammunition for use during the year with the Guns in possession, and thus, as far as circumstances will permit, avoid the necessity of making supplementary requisitions.

Gun Ammunition, Artillery Associations.

537. No additional allowance of Gun Ammunition is granted for County Artillery Associations, but when it has been decided that a Corps shall take part in an Artillery Competition, a notification will be at once made by the Commanding Officer to the Officer Commanding the Royal Artillery in the District, in order that he may make arrangements for deducting the number of rounds of Gun Ammunition required for prize shooting from the number to be issued to the Corps for ordinary practice during the current year.

Payment for recovered shot.

538. A payment of ¼*d.* per lb. will be made for any shot which may be recovered after practice and delivered into store in a serviceable state.

Issue of Small-Arm ammunition on payment.

539. Commanding Officers are permitted to purchase on prepayment from the Ordnance Store Department such quantity of Snider Ball Cartridges, in addition to that fixed by para. **531,** as may be required for regimental purposes. Requisitions for this ammunition will be addressed to the local Commissary of Ordnance, who will instruct the Commanding Officer as to the amount to be paid and the local Paymaster by whom it will be received. The issue will be made when the Paymaster has notified to the Commissary that the money has been paid.

Extra issue for Supernumeraries or on increas of Establishment.

540. When authority has been given for the enrolment of Supernumeraries in a Volunteer Corps, or for an increase of Establishment subsequently to the date of the previous Annual Returns, an issue of extra ammunition,—90 rounds of ball and 60 rounds of blank ammunition for each man,—for the current year, will be allowed for the number of Supernumeraries enrolled, or for the minimum strength of the authorised increase of Establishment.

AMMUNITION—contd.

541. The issue of the 90 rounds of Ball Ammunition to an Efficient Rifle Volunteer is made to enable him to fire— Ball ammunition, how to be expended.

60 rounds in class firing.
5 „ volley „
5 „ independent firing.
20 „ skirmishing practice.

But as many Volunteers only go through a portion of these practices to obtain certificates of efficiency, and some will probably not fire more than 20 rounds, a sufficient surplus will remain to enable Recruits or others to qualify for the certificate without expense to themselves or their Corps.

542. Every Corps is required to provide a secure place for the custody of its Small-Arm Ammunition; but in cases where the store of Ammunition is sufficiently large to make it desirable that military magazines in barracks should be used for its custody, Commissaries are instructed to afford facilities for its reception, provided there be sufficient room for it in the magazines under their charge. Barrack magazines will not be used as expense magazines, but merely for the storage of the bulk of the annual supply of ammunition, for which the magazine accommodation of a Corps may not be sufficient. In regard to magazines for gun ammunition, see par. **770.** Magazines.

543. Ammunition for breech-loading small-arms which contains its own means of ignition must not be stowed within the same masonry compartments of Magazines as gunpowder, whether the latter is in the shape of filled gun cartridges or loose powder. This regulation applies to Magazines belonging to private individuals as well as to those belonging to Corps. Stowage of Small-arm Ammunition.

544. Commanding Officers will not permit Small-arm Ammunition belonging to private individuals to be deposited in the magazines of Administrative Regiments or Corps. If Ammunition belonging to an Administrative Regiment or Corps is deposited in a magazine belonging to a private individual, care will be taken that the total amount of explosive which such magazine is licensed or registered to hold is not thereby exceeded.

545. Requisitions for Small-Arm Ammunition will be made out in triplicate on War Office Forms 1626 and 1611. In the case of Ammunition supplied gratuitously, the requisition will be made out for the whole amount required by the Corps for the year, and must be made not later than the 10th January in each year. Two copies of the requisitions will be forwarded (in the case of the Corps in Administrative Regiments through the Officer Commanding the Regiment) to the local Commissary of Ordnance. The third copy will be retained at the Head-Quarters of the Corps. Small-arm Ammunition, requisitions for.

546. If it be desired to draw a portion only of the Ammunition at a time, instead of drawing the whole at once, a memorandum to that effect must accompany the requisition, and Commanding Officers will be careful not to draw at one time a The supply may be drawn in portions.

greater quantity of practice Ammunition than that which they are prepared to keep in safety until it shall have been expended.

Ammunition not drawn or expended.

547. All Ammunition not drawn by the 31st December will be forfeited, and any remaining unexpended will be reckoned as part of the supply for the ensuing year.

As to make of Ammunition.

548. The Ordnance Store Officers are instructed to issue Ammunition of the earliest make in their magazines for the gratuitous supply to Volunteer Corps. In all issues on prepayment, however, that of a late manufacture will be given.

Carriage, expense of.

549. Ammunition gratuitously supplied will be forwarded, free of cost, to the Head-Quarters of the Corps if the whole annual allowance is issued at one time; otherwise the carriage of only the first portion issued will be paid by the public. The carriage of Ammunition supplied on payment must in all cases be paid for by the Volunteers on delivery.

Encampment with Regulars or Militia.

[*See* para. **849** as to issue of ammunition to Volunteers encamped with Regular Forces and Militia.]

Metal-lined cases, &c. supplied on prepayment.

550. Quarter metal-lined cases, or Small-Arm Ammunition boxes, for conveying surplus Ammunition, collected from the pouches of Volunteers at the termination of a Field Day, are supplied at cost price on requisition for the same being made to the local Commissary of Ordnance.

Return of empty packages.

551. Volunteer Corps will be allowed, should they find it necessary to do so, to retain the packages issued with Small-Arm Ammunition until a fresh supply of Ammunition is required; but no further issue of Ammunition will be made to them until the packages in question shall have been returned, or payment for those which may be missing shall have been made to the local Paymaster.

552. The cost of carriage of returned packages (empty) will be paid by the public in the case of Ammunition supplied gratuitously, if the whole annual allowance has been drawn at one time, otherwise the return carriage of the packages of only the first portion issued will be paid by the public. In the case of Ammunition supplied on payment, the cost of such carriage will be paid by the Corps.

Complaints of quality of Ammunition.

553. Any complaints of the quality of the Ammunition should be made in accordance with the directions given in para. **473.**

Cadet Corps.

[*See* paras. **964** to **966** as to the issue of Ammunition to Cadet Corps.]

Transit of Ammunition.

554. When Ammunition is forwarded by Government for the use of a Corps, careful arrangements will be made by the Ordnance Store Officers for its conveyance from the railway station or port to which it may have been transmitted. In cases in which it may be deemed expedient to employ Members of a Corps in taking charge of the Ammunition in its transit from a railway station or store, the duty will be discharged in a strictly military manner.

AMMUNITION—contd.

555. When small-arm ammunition boxes, metal-lined cases, powder-barrels, metal cylinders, or other packages are to be sent back to store, Officers Commanding will be careful as far as possible to return them to the Ordnance Store Station from which they were issued, in accordance with the foot-note on the package label, W.O. Form 1205. The packages so returned will be addressed as follows:— Empty barrels, &c.

The Commissary of Ordnance,

From the Officer Commanding

at

556. Whenever it becomes necessary to return Small-Arm Ammunition into Store, Officers Commanding will apply in the first instance for instructions as to its mode of conveyance, to the Ordnance Store Officers from whom they originally received it, specifying the number of small-arm ammunition boxes or Half and Quarter Barrels, in order that the Commissary may arrange for the consignment being conveyed at the least possible expense. Return of Ammunition into Store.

557. Commanding Officers will be careful that the printed address labels on the barrels, &c., are not removed; and in the event of any of them being accidentally defaced or removed, the name and number of the Corps will be marked on each package. Address labels not to be removed.

558. Great care will be taken when powder and ammunition barrels, whether full or empty, are to be returned to the Government stores to remove all tacks, dirt, and grit from them. Instructions will be given to the persons by whom such barrels are to be conveyed to keep them free from dirt and grit during their transit. Address cards will be fixed to the barrels by means of paste or string, and not on any account by means of tacks or nails. Removal of tacks, dirt, and grit.

559. Ammunition will only be packed in the presence of a Commissioned Officer, and no person will be permitted to enter the magazine or room in which the packing takes place, unless it has been previously ascertained that he has not any matches or fusees about him. Packing ammunition.

560. As Officers Commanding Volunteer Corps are direct accountants to the War Office, the packages for Ammunition will be accounted for in the Equipment Accounts rendered to the Commissary General, Royal Arsenal. (*See* para. **594.**) Packages to be accounted for.

561. Empty Ball Cartridge Cases will be received from the Volunteer Force at the Ordnance Store Stations from which the ammunition was issued, and will be allowed for at the rate of 2*s.* 6*d.* a thousand, the numbers being estimated by weight as follows:— Empty ball cartridge cases.

For Snider Rifles, Mark V.	-	17 lbs. per 1,000.
" " other Marks	-	21 " "

562. The delivery of the cases into Store will be made in the empty Ammunition packages, not oftener than once a quarter,

and Officers Commanding will not return into Store a less quantity than one thousand cases. The Vouchers accompanying the delivery of the empty Cases into Store will show the weight only, and payment will be made accordingly.

563. The cases generally are expected to be in good condition when returned, care being taken that grit and dirt are removed as far as possible beforehand.

564. The greatest care and vigilance will be exercised, in packing empty cartridge cases for return into store, to prevent any filled cartridges being accidentally sent with them, as any carelessness in this respect might lead to serious consequences.

County Rifle Associations.

565. Small-Arm Ammunition is issued gratuitously for use at the Annual Meeting of a County Rifle Association, provided that the amount required does not exceed the following proportion, viz.: 5 rounds for each Efficient Volunteer in the County as shown in the Annual Returns rendered to the War Office on the 1st November preceding, and provided also that the competition is to take place at a range approved by the Secretary of State. The expense of the carriage of the Ammunition will be defrayed by the War Office.

566. One Rifle Association only will be recognized in each County, and when two or more Counties are united in one Association, separate Rifle Associations for such Counties cannot also be recognized.

567. Application for the issue of small-arm Ammunition, for use at a meeting of a County Rifle Association, will be made (in duplicate), on W.O. Form 1579, and will be addressed to the General Officer Commanding the District. Copies of this Form may be obtained by the President or Secretary from the General Officer Commanding.

568. The application will specify the date of the proposed Match, the range at which it is to take place, and whether the use of such range has been approved by the Secretary of State.

569. Only such number of rounds as will probably be required for actual use at the meeting will be demanded, and the President will undertake to return into store any surplus rounds.

570. In the event of more than the regulated number of rounds being required for use at a meeting, the additional rounds will be supplied on prepayment.

571. The first application from a Rifle Association will be submitted by the General Officer Commanding the District to the Secretary of State, for his authority to issue the Ammunition.

572. In the case of applications from Rifle Associations to which ammunition has previously been issued, the General Officer Commanding will authorise the issue in accordance with the foregoing regulations.

[*See* para. **424,** as to the Uniform of Volunteers attending Rifle Association Meetings.]

VI.—CAMP EQUIPMENT.

Regimental Camps.

573. The following detail of camp equipment will regulate supplies to the Volunteer Force for Regimental Camps of Instruction : Scale.

Section of vocabulary.	Articles.	Proportion authorised.	Remarks.
I.	Canteens, wood -	1 for each N.C.O. and man -	
	Strap, leather, canteen		
II.	Axes, helved, felling -	1 for each company - -	
	Axes, helved, hand -	1 for each 15 N.C.O. and men	
	Blankets, field - -	2 for each N.C.O. and man -	
	Buckets, leather - -	1 for each N.C.O. and men's tent.	
	Colours, camp, complete	1 for each company, 2 for guards	
	Cords, head or heel -	2 for each horse - - -	
	Hooks, bill, handled -	2 for each 15 N.C.O. and men	
	Kettles, camp, Torrens, or light.	2 for each N.C.O. and men's tent.	No bags or straps.
	Mauls, wood, helved -	1 a regiment, if there are horses	
	Pegs, wood, heel -	1 for each horse ,,	
	Posts, picket, 2½ feet -	4 to each picket rope ,,	
	Ropes, picket, 16 yards, white rope.	1 for 9 horses ,,	
	Shackles, leather, heel -	1 for each horse ,,	
	Sheets, ground, waterproof.	1 for each N.C.O. and man -	
	Stoves, Soyer's, 12 gallons.	2 for each regiment of 6 companies, 1 if under.	
	Tents, complete.	1 for each officer, 1 for 8 N.C.O. and men.	
		2 for officers' servants.	for battalions of 6 companies and over.
		3 for guards -	
		3 for stores -	
		2 for hospital -	
		1 for officers' servants	if under 6 companies.
		2 for guards - -	
		2 for stores - -	
		1 for hospital - -	
	Tents, marquees, hospital.	1 for officers' mess, and 1 for serjeant's mess for a battalion of 6 companies and over.	
		1 for officers' mess, if under -	
	Axes, pick, helved, 6½ or 5 lbs.	1 for each company - -	
	Barrows, wheels, intrenching.	1 for each company - -	
	Shovels, helved - -	2 for each company - -	
	Spades, helved - -		
V.	Carts, water - -	1 for each regiment - -	
VI.	Cases, bolster, barrack	1 for each N.C.O. and man -	
	Paillasses, barrack -		

CAMP EQUIPMENT—cont.

Straw.

574. If required straw will be supplied for Regimental Camps by the Director Commissary General, on prepayment. It can with advantage be made into mats in the manner prescribed in the Regulations and Instructions for Encampments, 1877, page 17.

Cost of carriage.

575. All claims for carriage of Camp Equipment chargeable against the public will be forwarded direct to the local Paymaster for adjustment.

576. Charges for this service will be supported, (*a.*) by a Certificate from the Commanding Officer and Adjutant of the Corps or Administrative Regiment concerned, that the prescribed conditions have been fully complied with; (*b.*) by a Statement from an Ordnance Store Officer of the weight of the Camp Equipment conveyed.

Camps with the Regular Forces.

Scale of Equipment.

577. The scale of Camp Equipment in the case of Camps with the Regular Forces, is given in para. **856.**

General Rules.

Forms of demand.

578. Camp Equipment will be demanded on W.O. Form 1182, if for encampments with the Regular Forces, and on W.O. Form 1645, if for Regimental Camps of Instruction.

Mode of accounting.

579. At the time of making the first issue, W.O. Form 422 will be given to the Officer drawing the stores, by the Commissary making the supply, and in this form the Officer Commanding the Corps will record in the upper part of the account all articles received by him, and at the foot those returned by the Corps.

580. At the close of the encampment the Commanding Officer will balance the account, and return it, with the vouchers in support of it, and the whole of the stores remaining on hand, to the Commissary at the Depôt to which the stores are returned. The Commissary will at once examine the account, and if correct annex it to his accounts. Should any questions arise, they will be decided by the Commissary General of Ordnance after communication with the Commanding Officer.

VII.—RETURN OF ARTICLES TO ORDNANCE STORE DEPARTMENT.

Articles unserviceable or of obsolete pattern.

581. No article of equipment will be returned into store for the purpose of being replaced until it has become thoroughly unserviceable. No articles will be returned into store on account of being of an obsolete pattern, without the authority of the Secretary of State.

Applications to receive.

582. Whenever it becomes necessary or advisable to return equipments into store, the Officer Commanding, in making appli-

RETURN OF ARTICLES INTO STORE—cont[d].

cation to the local Commissary of Ordnance to receive them, will state their description, number, and the time they have been in use.

583. When articles of equipment are issued to replace any which may have become unserviceable, the articles that have been replaced will be returned into store without delay. Articles replaced to be returned without delay.

584. Whenever articles returned into store as unserviceable are considered by the Ordnance Store Officer receiving them to be still serviceable or capable of repair, or if any of those which are really unserviceable are considered to have become so from improper use or negligence, the Officer returning the articles will have his attention called to the subject by the Commissary General, in order that an explanation may be afforded, and in the event of this not being satisfactory, the Commissary General will bring the matter to the notice of the Secretary of State. Explanations to be called for by Commissary General.

585. When returning articles to the Ordnance Store Department, Commanding Officers will invariably send by post, to the Ordnance Store Officer at the station, receipt and delivery vouchers carefully drawn up on W.O. Form 1220. The vouchers will, if possible, be sent on the same day that the stores are despatched. Receipt and delivery vouchers to be sent.

586. The date and number of the order directing the return of the stores will be accurately inserted in the headings of both vouchers, and a corresponding date and number will be conspicuously marked on the outside of each case or package, so as to enable the consignee to identify the stores immediately on receipt.

587. A detailed list of every article returned, with the numbers, will be entered in the usual manner in both cases.

588. A memorandum will be entered at the foot of the detailed list on the delivery voucher, specifying the date on which the stores were despatched, and the name or designation of the carrier, and mode of transit. Whenever practicable, the contract carriers (Messrs. Pickford & Co.) will be employed. In the event of the contract carriers being changed, the same will be notified by circular.

589. The delivery voucher will be signed in the usual manner by the consignor, and the receipt voucher, duly signed by the consignee, will be returned as soon as practicable after the stores have been received.

590. In the case of artillery stores a duplicate of the delivery voucher will be transmitted to the Officer Commanding the Royal Artillery in the District, so that he may record the same in his accounts. Return of artillery stores.

591. Commanding Officers, and other persons having charge of stores are responsible that they are duly accounted for; it is therefore necessary for them to obtain and produce receipts for all articles returned into store or paid for. Importance of obtaining receipts.

RETURN OF ARTICLES INTO STORE—contd.

Stores returned by carrier.

592. When stores are returned by carrier, a carrier's note (W.O. Form 1223), detailing the number and description of packages, bundles, and loose articles, and the number of articles contained in each bundle, will be delivered to the carrier. The weight of the stores will also be inserted.

Stores returned to Woolwich Tower.

593. When stores which are not explosive or highly combustible are authorised by the Commissary General, Royal Arsenal, Woolwich, to be returned to Woolwich or the Tower, they should be forwarded through the contract carriers. The carrier's notes should state that the charges for carriage will be paid at the Royal Arsenal, Woolwich.

VIII.—REGIMENTAL EQUIPMENT ACCOUNTS.

Form.

594. Every Administrative Regiment of Volunteers, and likewise every Corps of Volunteers not forming part of an Administrative Regiment, will keep an equipment account in the prescribed form of Equipment Ledger (W.O. Book 110.)

When to be rendered.

595. This account will be balanced up to the 31st March in each year and will be sent direct to the Commissary-General, Royal Arsenal, Woolwich, supported by the necessary vouchers, not later than 30th April in each year. In the event of any delay beyond the 30th of April, the Commissary-General will apply to the Officer Commanding for the Accounts, reporting the circumstances, if necessary, to the War Office.

Administrative Regiments.

596. Officers Commanding Administrative Regiments in rendering their Equipment Ledgers to the Commissary-General, Royal Arsenal, Woolwich, will enclose with the accompanying vouchers a detailed statement of the Arms and other stores in possession of each Corps forming part of the Administrative Regiment. The total of this statement should agree with the remain in the ledger. Copies of a printed form (W.O. Form 1643), on which the statement will be made out, will be supplied from the War Office.

Adjutant to keep account.

597. It will be the duty of the Adjutant to keep the Equipment account, under the orders of his Commanding Officer.

Nature of the account.

598. The account will contain a faithful record of all Stores received, issued, or expended by the Corps (clothing, ammunition, and articles issued on payment excepted), during the financial year.

Posting of vouchers.

599. Each voucher will be posted in the ledger from time to time as articles are received, issued, or expended.

Copy of account to be kept.

600. In all cases copies of the accounts rendered, and of the vouchers connected therewith, will be kept by the Accountants.

Artillery and Engineers.

601. The Artillery and Engineers will only account for their small-arms, slings, accoutrements of Instructors, small-arm ammunition, and Artillery targets in these returns. The accounts of Artillery and Engineer stores, excepting the above, will be kept by the Officers Commanding Districts of the respective Regular Services.

REGIMENTAL EQUIPMENT ACCOUNTS—contd.

602. Articles issued on payment will not be brought into the account, but all packages, unless paid for, must be entered. Stores on payment.

603. No entry of Cartridges, Ball or Blank, for practice and exercise will be made in the Equipment Accounts, as it is assumed that the quantities allowed will always be expended during the current year; but should any remain over they will be shown in the annual requisition as "in hand." Cartridges.

604. The Packages in which such Cartridges are packed must however be accounted for as laid down in para. **598.** Cartridge Packages.

605. The receipt and issue of all arms and stores sent to the Royal Small-Arms Factory for rebrowning and repairs, whether the rebrowning or repairs be paid for to that establishment or not, will be invariably recorded in the Equipment Accounts. Stores sent to Small-Arms Factory.

606. The arms and parts of arms sent to the Small-Arms Factory will be struck off charge by the voucher acknowledging their receipt, and those paid for by the receipt for their value. They will be re-taken on charge by the voucher which accompanies them on their return to the Corps.

SECTION 20.—CLOTHING, ACCOUTREMENTS, AND HORSE FURNITURE.

Colour of uniform of Rifle Volunteers.

607. As all Administrative Battalions and Corps of Rifle Volunteers now form part of the Brigades of the Infantry Sub-Districts in which they are located, any applications from such Battalions or Corps for permission to change the colour of their uniform to that of either of the Line Battalions of the Brigade, will be favourably considered. No Corps will, however, be compelled to adopt uniform of a different colour from that now worn, except in the case of those Administrative Regiments in which the several Corps are not clothed alike.

608. Where a difference exists in the clothing or appointments of the Corps composing an Administrative Regiment, all the Corps will be required to conform to the approved patterns before the 1st April 1879, in the case of Administrative Regiments existing in 1874, and in cases of Administrative Union of Corps since the last-mentioned year, within 5 years from the date of such union.

609. With the exception of the changes referred to in the foregoing paragraph, no alteration of the colour of the uniform of a Volunteer Corps will be permitted, except for the purpose of assimilation to one of the Line Regiments of its Sub-district Brigade.

Facings of scarlet tunic or jacket.

610. When a Corps or Administrative Regiment of Rifle Volunteers is permitted to adopt a scarlet tunic or patrol jacket, the facings which will be authorised will be similar to those of the Infantry Militia Regiment of the county. Should there be more than one such Militia Regiment belonging to the county, and should a diversity exist in the facings of the respective Regiments, the Commanding Officer will refer to the Secretary of State as to which of those facings should be adopted for the Administrative Regiment or Corps of Volunteers concerned.

Colour of uniform of mounted corps.

611. In the event of any Corps of Light Horse or Mounted Rifle Volunteers applying for authority to change its uniform, scarlet will be the colour authorised to be worn.

Distinctive marks of volunteer uniform.

612. In order that the several arms of the Volunteer Force may be distinguished from corresponding arms of the Regular Forces and Militia, the following rules will be observed :—

(*a.*) * Artillery Volunteers will wear red, and Engineer Volunteers blue, cord. Artillery Volunteers will also wear a red, and Engineer Volunteers a blue band and button on the forage cap.

(*b.*) All regiments will wear on the sleeve an Austrian knot. Those clothed in green will wear a light green knot,

* Any change rendered necessary by this regulation will be carried out before the 1st April 1879 in the case of Artillery Volunteers. All new uniforms of Engineer Volunteers will be made in conformity with these regulations, but uniforms already in wear need only be changed so far as regards the colour of the Austrian knot on the sleeve, which must be altered before the 1st July 1879.

and those clothed in blue a scarlet knot. Regiments clothed in scarlet will wear a knot of the colour of their facings, unless the facings should be scarlet, in which case a dark blue or black knot will be worn. Patterns are deposited at the Royal Army Clothing Depôt, Grosvenor Road, Pimlico.

613. It is desirable that all Regiments clothed in green should adopt green facings of the same shade as their uniform, or as that of the Austrian knot mentioned in para. **612** (*b.*) No change will be permitted except with this object. Facings of corps clothed in green.

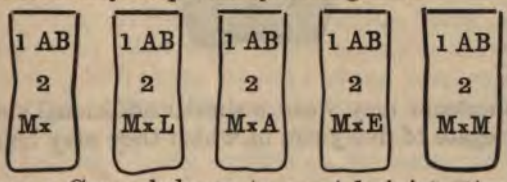
614. A pattern of a patrol jacket will be deposited at the Royal Army Clothing Depôt in case any Corps should wish to obtain authority to wear the patrol jacket, instead of the tunic. Patrol jacket.

615. In Rifle Volunteer Corps wearing the busby, the feathers or horsehair on the lower part of the plume will be of light green, when the Corps are clothed in green, and of the colour of the facings when corps are clothed in scarlet or grey. This alteration in the case of present uniform will be carried out before the 1st April 1879. Plume of busby.

616. In Corps wearing the Glengarry bonnet the badge worn on the bonnet must not exceed the following dimensions :— Badge for Glengarry.

Height	-	-	- $2\frac{1}{2}$ in.
Width	-	-	- $1\frac{3}{4}$ in.

617. Volunteers will wear on their shoulder-straps the initials of their county (*see* Appendix, page 201), and the number of their Corps in the county, and if they belong to a Corps in an Administrative Regiment, the number also of their Brigade or Battalion ; Light Horse, Artillery, Engineer, and Mounted Rifle Volunteers will also wear letters denoting the branches of the Service to which they respectively belong, thus— Shoulder straps.



618. When a Corps belongs to an Administrative Regiment of a different county, the shoulder-strap will show the county of the Regiment as well as of the Corps, thus—

This regulation must be carried out before the 1st April 1879. But in the case of reorganization, five years from the date of

such reorganization will be allowed. The letters and numbers will be of the same colours as the Austrian knot in the case of Corps clothed in green, blue, or scarlet; in the case of Corps clothed in grey, they will be of the same colour as the facings, or as the braiding or piping, if the facings be grey. It is desirable that the shoulder-straps should have an edging of the same colour as the letters and numbers.

Efficiency badge.

619. A Badge of Efficiency will be worn by men who were returned as efficient in the last Annual Return of their Corps.

620. This badge will consist of a ring, half an inch wide, either of silver lace or of cloth or braid, and will be worn round the sleeve of the right arm above the cuff, passing under any other lace or embroidery which may belong to the uniform.

Efficiency star.

621. Men who have been five times returned as efficient in the Annual Returns of their Corps may wear above the ring a star made of silver, silk, or worsted, in accordance with patterns which may be seen at the Royal Army Clothing Depôt, and of which a drawing is given below. The five times need not be in consecutive years nor in the same corps, but in the latter case the certificate of efficiency or Adjutant's certificate must be produced in evidence of the right to wear the star. The star will only be of silver when the ring is of silver lace.

622. Volunteers may wear a similar additional star for every further aggregate of five years in which they may be returned as Efficient.

623. Any Volunteer who has become entitled to wear an Efficiency star or stars, and is returned as Non-Efficient in an Annual Return of his Corps, may continue to wear such star or stars, although he will not be entitled to wear the efficiency ring during the ensuing Volunteer year.

Materials of efficiency badge and stars.

624. It rests with the Commanding Officer of an Administrative Regiment of Volunteers, or of a Volunteer Corps not forming part of an Administrative Regiment to decide which of the materials mentioned in para. **621** should be used, but all the Efficiency Badges in such Regiment or Corps must be alike.

625. When not made in silver, the ring and stars will, in Corps clothed in scarlet, blue, or green, be of the same colour as the Austrian knot on the sleeve; in Corps clothed in grey, they

will be of the colour of the facings, unless the facings be grey, in which case they will be of the same colour as the braiding or piping.

626. No gold lace nor gilt or brass ornaments will be worn by Volunteer Corps. Gold lace, &c. forbidden.

627. No Corps will adopt any undress without due authority. Any undress authorised will be of the same colour as the full dress. An Austrian knot, as in full dress, will be worn on the sleeve. Undress.

628. No change whatever (either by alteration or addition) in clothing or appointments will be made without authority obtained from the Secretary of State, through the General Officer Commanding the District. No change without authority.

629. A statement of the prices at which the Royal Army Clothing Depôt will supply cloths, garments, and head dresses, to Volunteer Corps during each financial year is published annually in the Auxiliary and Reserve Forces Circulars. Prices for Government cloth, &c.

630. Patterns of the various descriptions of cloth and chacos are deposited for inspection at the Royal Army Clothing Depôt, Grosvenor Road, Pimlico. Patterns of Cloth, &c.

631. With the exception of the grey cloths and tweed used by Volunteer Corps, no material which is not of Army pattern will be supplied.

632. Patterns of the clothing authorised by the Secretary of State for particular Administrative Regiments or Corps will be supplied on payment to any Regiment or Corps making such a demand. Patterns of clothing.

633. Requisitions for Government cloth will be made out in duplicate upon War Office Forms 1638 and 1641, and sent to the Director of Clothing, Grosvenor Road, London, S.W., not later than the 1st of July in each year, the issues being made upon the 1st of November following. These requisitions will contain the full demand of each Corps for the ensuing year, so as to avoid the inconvenience attending supplemental requisitions. They will be made by Commanding Officers of Corps, the words "Volunteer Clothing" being written on the corner of the cover. Requisition for Cloth, &c.

634. Fractions of a yard of cloth, tweed, serge, or tartan will not be issued, and should not be applied for.

635. All requisitions for clothing, and correspondence relating to those requisitions, from Officers Commanding Volunteer Corps forming part of Administrative Regiments, will be forwarded to the Director of Clothing through the Officer Commanding the Regiment.

636. Payment for all supplies demanded will be made to the credit of the Paymaster-General, at the Bank of England, before the order to issue will be given; payments, whether by cash, cheques, or Post Office Orders, to the Director of Clothing will not be accepted. Payment for supplies.

Great-coats.

637. Part-worn great-coats will be lent for the use of Guards and Picquets, to the extent of five coats for each company, in duly authorised Regimental Camps, but will not be lent for use at Reviews or Brigade Drills or on Marches-Out.

638. The application to the Director of Clothing for the loan of great-coats, will state the time, place, and proposed duration of the encampment, and will be accompanied by a copy of the authority from the General Officer Commanding the District for holding the Camp.

639. The regulations respecting the issue of great-coats to Volunteers encamped with the Regular Forces or Militia, are given in para. **858.**

Kit required on actual service.

640. As the Force should at all times be prepared for actual service, it is recommended that every Volunteer should, in addition to the articles worn on his person, be provided with the under-mentioned kit, which is calculated on his minimum requirements in the field.

(*a.*) For a member of a Light Horse, or Mounted Rifle, Volunteer Corps:—

Valise or saddle bag.
Cloak of the pattern approved for the Corps.
1 flannel shirt.
1 pair of overalls.
1 pair of worsted socks.
1 pair of boots.
1 hold-all, containing knife, fork, spoon, comb, &c.
1 towel.
Soap.
1 tin of grease.
1 mess tin and cover.
Corn bag.
Horse brush and curry-comb.
Horse picker.
Water sponge.
Bottle of oil.

(*b.*) For a member of an Artillery, Engineer, or Rifle Volunteer Corps.

Valise.
Great-coat or cloak of the pattern approved for the Corps.
1 flannel shirt.
1 pair of flannel or serge trousers.
1 pair of worsted socks.
1 pair of boots.
1 hold-all, containing knife, fork, spoon, comb, &c.
1 towel.
Soap.
1 tin of grease.
1 mess tin and cover.

641. A model saddle bag and valises, containing the above-mentioned articles, are deposited for inspection at the Royal Army Clothing Depôt. Model valises and saddle bag.

642. Corps clothed in blue or scarlet will wear white belts and black pouches; Corps clothed in green, black belts and pouches; and those in grey, black or brown belts and pouches. Belts and pouches.

643. In the event of changes of uniform, accoutrements will only be authorised in accordance with para. **642,** and any new Corps raised, unless forming part of an Administrative Regiment otherwise accoutred, will strictly conform to the provisions of that paragraph. Pattern accoutrements will be deposited at the Royal Army Clothing Depôt. Accoutrements.

644. Officers of Regiments clothed in scarlet or blue, will wear silver cord and braid, the cord and braid being edged with scarlet in the case of Regiments clothed in blue. Officers of Regiments clothed in grey will wear cord and braid of silver or other material, as may have been authorised, and Officers clothed in green will wear black cord and braid with light-green edging. Patterns will be deposited at the Royal Army Clothing Depôt. Officers, cord and braid.

645. The cord and braid of Officers of Rifle Volunteers clothed in grey or green will be of the same pattern and applied in the same form as those on the sleeve of Rifle Regiments of the Regular Forces; similarly, those of Artillery and Engineer Volunteers will be like those of Royal Artillery and Royal Engineers respectively.

646. Officers of Rifle Volunteers clothed in scarlet will follow, as regards full dress uniform, the patterns of the Infantry Militia, except that they will wear white belts and pouches instead of sashes, and that, instead of flat lace, silver cord with a silver braid edging on each side will be worn on the sleeve. Officers of Rifle Volunteers in scarlet.

647. When the form of cord or braid differs from the above-mentioned patterns, Officers will not be required to have their present uniforms altered; but such of them as are clothed in green must wear the light-green edging. Alteration of cord and braid now in use.

648. Officers of Volunteers will wear gold in the badges of rank on the collar where silver is worn by Officers of the Regular Forces. Officers' badges of rank.

649. Officers will wear cross-belts and pouches, both in full dress and undress. Cross-belts and pouches.

650. No Officer of any Arm of the Volunteer Force will wear silver belts, or silver stripes on the trowsers, on any parade. Silver belts and trowser stripes.

651. Officers of Light Horse, Artillery, and Engineer Volunteers may, on State occasions or at Balls, wear full dress as in the corresponding Arms of the Regular Forces, substituting silver for gold. Dress on State occasions, &c.

652. Such Officers of Mounted Rifle and Rifle Volunteers clothed in scarlet or grey as may wish to do so, may also on such occasions wear silver pouch and sword belts, silver sword knots, and silver stripes on the trowsers. The following directions will be observed:—

(*a.*) The lace will be of the same pattern as for Infantry of the Line.

(*b.*) The sword belt will be 1½ inches wide, with slings ¾ inch wide, and will be lined with crimson morocco leather.

(*c.*) The pouch belt will be 2 inches wide and will be lined with crimson morocco leather. The pouch will be of morocco leather of the same colour as the ordinary pouch, and will be edged with ¾ inch silver lace.

(*d.*) The stripe on the trowsers for Rifle Volunteers will be 1⅛ inches wide, with a crimson silk stripe, ⅛ inch wide, in the centre. Officers of Mounted Rifle Volunteers will wear two stripes of ¾ inch lace ¼ inch apart.

Silver belts, &c., optional.

653. The provision of the silver belts, and the other articles referred to in paras. **651** and **652,** is purely optional, and no Commanding Officer will require any Officer under his command to provide himself with those articles, as the ordinary belts and stripes may be worn in full dress on all occasions.

Mounted Officers.

654. All Mounted Officers of Volunteers will wear steel spurs.

655. Mounted Officers of Rifle Volunteers may wear high boots as authorised for Mounted Officers of Regular Infantry.

656. Officers of Mounted Rifle Volunteer Corps will wear brown leather scabbards with steel mountings; other Mounted Officers of Volunteers will wear steel scabbards.

Swords at Court.

657. All Officers of the Volunteer Force (except those of the mounted services), who wear the waistbelt over the tunic, will keep their swords hooked up at Levées and Drawing rooms.

Undress for Officers.

658. When Officers commanding Administrative Regiments or Corps of Volunteers wish to adopt an undress uniform, for Officers, such uniform will be as follows:—

(*a.*) For Officers of Light Horse, Artillery, and Engineer Volunteers, a blue forage cap with silver band and button (in the case of Artillery the band to have a scarlet edging) and blue patrol jackets of the patterns worn respectively in the Cavalry, Artillery, and Engineer arms of the Regular Forces. Captains and Subalterns will wear on the sleeve an Austrian knot of black braid, with an edging, in the case of Artillery, of scarlet; in that of Engineers, of blue; and in that of Light Horse Volunteers, of the colour of the facings. Field Officers will have a similar edging round the braid on their sleeves.

(*b.*) Officers of Mounted Rifle or Rifle Volunteers clothed in scarlet will wear a blue forage cap of the pattern worn in the Infantry of the Regular Forces; the band to be of black oak-leaf lace with an edging of the colour of the facings, the buttons to be of the colour of the facings. The patrol jacket will also be of the Infantry pattern, the Austrian knot on the sleeve having an edging of the colour of the facings.

(*c.*) Officers of Rifle Volunteer Corps clothed in green will wear a green forage cap (without peak), having a black braid band with light green edging, and light green button, and a green patrol jacket, of the pattern worn by the 60th Rifles, the black braid on the sleeve being edged with light green.

(*d.*) Officers of Mounted Rifle or Rifle Volunteer Corps clothed in grey will wear a grey forage cap (without peak), with band and button of silver, black, grey, or the colour of the facings, and patrol jackets of the pattern specified in (*c*) above. The braid on the sleeve will be of black or grey, with an edging of the colour of the facings.

Mess jackets and waistcoats.

659. Mess jackets and waistcoats may be worn, but the provision of these articles is purely optional, and no Commanding Officer will require any Officer under his command to provide himself with them.

660. The mess jackets and waistcoats of Light Horse, Artillery and Engineer Volunteers, and of Mounted Rifle and Rifle Volunteers clothed in scarlet will be in accordance with the patterns worn in the Cavalry, Artillery, Engineer, and Infantry arms of the Regular Forces respectively, substituting silver for gold. The outer edge of the Austrian or other knot on the sleeve will have a tracing of braid of the colour of the facings. Mess jackets and waistcoats of Mounted Rifle or Rifle Volunteers clothed in green or grey will be of the same colour as the full dress uniform, and of the pattern worn in the 60th Rifles, subject to the Regulations as to braid laid down in para. **658** (*c*); but in the case of corps clothed in grey, the waistcoat may, if the Commanding Officer should prefer it, be of the colour of the facings.

Glengarry Bonnet for Officers.

661. When an Administrative Regiment or Corps has been authorised to wear the Glengarry Bonnet in full dress, the Officers will also wear it on full dress parades, but in undress will wear a forage cap in accordance with para. **658.**

Sash not allowed.

662. The Infantry sash will not be worn by Officers or Serjeants.

Distinctions of rank.

663. The distinctions in uniform and appointments which are prescribed in the Regular Forces and Militia to denote the rank of the wearer, will be observed strictly by Volunteers of the various grades, as far as they are applicable to the Volunteer

Force. In this respect the Dress Regulations for the Army will be taken as a guide.

Acting Chaplains.

664. Acting Chaplains of Volunteers may wear the same uniform as Chaplains to the Forces of the 4th Class, with the following additions:—

(*a.*) The top of the cuff will have an edging of grey braid terminating in an Austrian knot of the same size as that worn on the sleeve of the tunic of Officers of Infantry of the Line.

(*b.*) The button on the forage cap will be grey instead of black, and the band will have a grey edging.

The provision of uniform by Acting Chaplains of Volunteers is entirely optional on their part.

Serjeants' chevrons.

665. Serjeants of Regiments clothed in scarlet or blue will wear silver chevrons, the chevrons being edged with scarlet in the case of Regiments clothed in blue. Serjeants of Regiments clothed in grey will wear chevrons of silver or other material, as may have been authorised; those of Regiments clothed in green will wear light green chevrons.

Serjeants' proficiency stars.

666. The stars to be worn by proficient Serjeants will be similar to those worn in the badges for good shooting, but of $1\frac{1}{2}$ inches instead of half an inch diameter. They will be worn above the chevrons and also above any other badge of rank which the Non-commissioned Officer may be entitled to wear. They may be made of the same material as the chevrons.

667. A drawing of the star is given below and patterns may be seen at the Royal Army Clothing Depôt.

Serjeant-Instructors.

668. Serjeant-Instructors of Volunteer Corps will wear three chevrons on each arm, above the elbow, surmounted by a crown.

Crossed guns.

669. In the Artillery Volunteers, the crossed guns will only be worn by those Non-commissioned Officers who have passed through the long course of instruction at the School of Gunnery at Shoeburyness, and obtained certificates of qualification as Assistant Instructors in Gunnery.

Crossed muskets.

670. In the Rifle Volunteers, the crossed muskets will only be worn by those Non-commissioned Officers who hold Certificates from the School of Musketry at Hythe.

671. The horse furniture of Mounted Officers of Rifle Volunteers, clothed in grey or green, will be similar to that of Rifle Regiments of the Regular Forces, except that in the cases of Corps which have brown belts, the bridles, and breast-plates will be of brown leather. In the throat ornament the outer part of the horsehair will be of the colour of the facings, and the inner part of the colour of the uniform; but in the case of corps clothed in green, the throat ornament will be light green over dark green, whether the facings be light green or not. The horse furniture of Mounted Officers of Rifle Volunteers clothed in scarlet, will be similar to that of Mounted Officers of Infantry Militia. Horse Furniture.

672. Neither Standards nor Colours will be carried by Volunteer Corps. Standards and Colours.

SECTION 21.—CAPITATION ALLOWANCES, TRAVELLING ALLOWANCE FOR ATTENDING GUN PRACTICE OR UNITED DRILL, AND POSTAGE AND STATIONERY ALLOWANCE.

I.—Ordinary Capitation Allowance.
II.—Special Capitation Allowance.
III.—Travelling Allowance for Attending Gun Practice or United Drill.
IV.—Postage and Stationery Allowance.
V.—Mode of Issue of foregoing Allowances.

I.—ORDINARY CAPITATION ALLOWANCE.

To Corps.

673. An annual allowance of 1*l.* 10*s.* is granted to Volunteer Corps:—

(*a.*) For every Combatant Officer who has attended the drills prescribed for Efficients (not being Recruits) of his arm of the Service.

(*b.*) For every Field Officer and for every Non-Combatant Officer (not being an Honorary Officer) who has given a similar number of attendances. Such attendances may, with the sanction of the Commanding Officer, include drill of any kind (including the Inspection), and gun practice or class firing.

(*c.*) For every Trumpeter or Bugler borne on the authorised establishment of the Corps, who is duly qualified as such, and has attended the drills prescribed for Efficients (not being Recruits) of his arm of the Service.

(*d.*) For every Efficient Volunteer.

(*e.*) For every Serjeant-Instructor on the Permanent Staff when the Corps does not form part of an Administrative Regiment.

To Administrative Regiments.

674. A similar allowance is granted to Administrative Regiments:—

(*a.*) For every Officer on the Staff (when not also belonging to a Corps in the Regiment) who has given a proper attendance at united drill; or in the case of an Administrative Brigade of Artillery Volunteers which has not had united drill during the year, who has given proper attention to the duties of his appointment.

(*b.*) For every Serjeant-Instructor on the Permanent Staff.

Officers and Instructors.

675. Commissioned Officers and Serjeant-Instructors need not go through target-practice in order to earn Capitation Allowances for their Corps or Administrative Regiment.

Honorary Officers and boys.

676. Honorary Officers appointed under previous Regulations and boys appointed under para. **391** of the present

ORDINARY CAPITATION ALLOWANCE—cont^d.

Regulations, except those borne as Trumpeters or Buglers on the authorised establishment of a Corps, cannot earn capitation allowances.

II.—SPECIAL CAPITATION ALLOWANCE.

Rate and condition of grant.

677. With a view to giving encouragement to Officers and Serjeants of Volunteers in acquiring a thorough knowledge of their duties, a special additional Capitation Allowance of 2*l.* 10*s.* is granted on account of each Officer or Serjeant of Volunteers, (not including the Permanent Staff,) who holds a Certificate of Proficiency, for every year in which he earns the ordinary Capitation allowance of 30*s.*

Officers who may be returned as proficient without examination.

678. Field Officers of Volunteers who have held commissions as Field Officers or Captains, or as Subalterns (if they have passed the examination for promotion to the rank of Captain), and Captains and Subalterns who have served, and passed the examination for the rank of Lieutenant in a similar arm of the Regular Forces, may be returned in the list of Proficients in the Annual Return and Nominal Roll of their Corps, without examination. The rank each Officer held when in the Regular Forces will be stated against his name in the Return, and if he held only that of a Subaltern Officer, the fact that he passed his examination will be also stated.

679. Quartermasters and Medical Officers, who have served as such in the Regular Forces, may similarly be returned as proficient.

Officers holding Militia commissions.

680. An Officer of Volunteers who also holds a commission in the Militia will not be permitted to earn the special Capitation allowance of 2*l.* 10*s.*

Certificates in Annual Return or Nominal Roll.

681. In the case of an Officer holding a Certificate of Proficiency, the Commanding Officer will certify in the Annual Return and Nominal Roll that he continues to possess a competent knowledge of the subjects mentioned in the Certificate. In the case of a Serjeant the Adjutant will certify that he has during the year seen him drill, and act as Instructor to a Company, and has been satisfied with his proficiency.

Disqualification.

682. Should such Officer or Serjeant, however, be found at Inspection to be unacquainted with his duty, the Inspecting Officer will notice the fact in his Confidential Report, and the Officer or Serjeant will be disqualified from earning the special Capitation allowance until he shall have been again examined and obtained a fresh Certificate of Proficiency.

III.—TRAVELLING ALLOWANCE FOR ATTENDING GUN PRACTICE OR UNITED DRILL.

Administrative Brigades of Artillery Volunteers.

683. In Administrative Brigades of Artillery Volunteers, in order to cover the cost of travelling, carriage of guns or other necessary expenses incidental to attendance at gun practice, an

GUN PRACTICE OR UNITED DRILL—contd.

annual allowance, calculated as prescribed in para. **685,** will be granted on account of every Corps of which the Head-Quarters are at a greater distance than five miles from the practice range of the Corps.

Administrative Regiments other than Artillery.

684. In Administrative Regiments of Volunteers other than Artillery, in order to cover the expense of attendance at United Drill, an annual allowance calculated as prescribed in para. **685** will be granted for every Corps of which the Head-Quarters are at a greater distance than five miles from the Head-Quarters of the Administrative Regiment.

Mode of calculation.

685. The allowance referred to in paras. **683** and **684** will be calculated at the rate of 5*s*.

(*a*.) For every Officer of a Corps, situated as defined in those paras., who has earned the Capitation allowance;

(*b*.) For every Efficient Volunteer of such Corps;

(*c*.) For every Serjeant-Instructor on the Permanent Staff attached to such Corps.

Staff of Administrative Brigade of Artillery.

686. In the Artillery Volunteers this allowance will also be admissible for the Officers of the Staff (except the Adjutant) when the Head-Quarters of the Administrative Brigade are more than five miles from the Battery at which such Officers may attend gun practice; the expenses of the Adjutant will be provided for under paras. **707** to **734.**

To whom the allowance is issued.

687. This allowance will be issued to the Commanding Officer of the Administrative Regiment, and will form a fund, distributable at his discretion, to meet the expenses incurred by attendance at gun practice or united drill, as the case may be.

Artillery Corps not forming part of an Administrative Brigade.

688. In Artillery Volunteer Corps not forming part of an Administrative Brigade, a Travelling Allowance, calculated as laid down in para. **691,** will be granted annually on account of each Battery which has its authorised drill station at a greater distance than five miles from its practice range.

Rifled gun practice.

689. When any of the members of an Artillery Volunteer Corps which has its Practice Battery within five miles of its Head-Quarters proceed under authority a greater distance than five miles from Head-Quarters for the purpose of carrying on Rifled Gun Practice, an allowance of 5*s*. will be admissible annually on account of each efficient so attending.

Corps other than Artillery, and not forming part of an Administrative Regiment.

690. In Corps other than Artillery, and not forming part of an Administrative Regiment, a Travelling Allowance, calculated as laid down in para. **691,** will be granted annually—

(*a*.) For each Troop or Company of which the authorised drill stations are at a greater distance than five miles from the Head-Quarters of the Corps.

(*b*.) For any Corps of the same arm which may be attached, provided that such Corps attend United Drill, and that its Head-Quarters are more than five miles distant

GUN PRACTICE OR UNITED DRILL—contd.

from the Head-Quarters of the Corps to which it is attached.

691. The allowance referred to in paras. **688** and **690** will be calculated at the rate of 5*s.*—

(*a.*) For every Officer of a Battery, Troop, Company, or Corps, situated as defined in those paras., who has earned the capitation allowance;

(*b.*) For every Efficient Volunteer of the same;

(*c.*) For every Serjeant-Instructor on the Permanent Staff attached or belonging to the same.

692. In claiming travelling allowances under the foregoing paragraphs, the Commanding Officer and Adjutant will furnish a certificate showing that the Officers of the Staff, or the Corps or Troops, Batteries, or Companies in question attended gun practice, or united drill, as the case may be, during the year; and will certify as to the respective distances, and also as to the number of Efficients in each such Troop, Battery, or Company. Certificates in support of claims.

IV.—POSTAGE AND STATIONERY ALLOWANCE.

693. In order to defray the expense of carrying on the official correspondence of the Commanding Officer and Adjutant, an allowance at the rate of 4*l.* a year for every Troop, Battery, or Company borne on the establishment at the date of the annual return of the previous year, and at the rate of 2*l.* a year for any division or subdivision not forming part of a Troop, Battery, or Company, will be granted, and will be issued annually with the Capitation Allowances. Rate of allowances.

694. In Administrative Regiments the allowance will be thus divided:— Administrative Regiments.

	For each Troop, Battery, or Company.			For each Division or Sub-division.		
	£	s.	d.	£	s.	d.
To the Field Officer Commanding the Administrative Regiment -	2	10	0	1	5	0
To the Corps - - -	1	10	0	0	15	0

In the case of Corps attached under para. **76**— Attached Corps.

	£	s.	d.	£	s.	d.
To the Battalion - - -	0	10	0	0	5	0
To Corps attached - -	3	10	0	1	15	0

695. The Postage of letters addressed to the War Office need not be prepaid, but such letters should be marked "O.H.M.S." The Postage of all other official letters must be prepaid. Postage pre payment of.

696. The cost of Bank orders or cheques is payable out of the Postage and Stationery Allowance. Bank orders or cheques.

697. There will be no objection to any surplus of the Postage and Stationery Allowance being devoted towards Orderly Room expenses. Orderly room expenses.

[As regards Stationery for Battalions in Camps with Regular Forces, *see* para. **853.**] Camps with Regular Forces.

V.—MODE OF ISSUING CAPITATION ALLOWANCE, TRAVELLING ALLOWANCE FOR ATTENDING GUN PRACTICE OR UNITED DRILL, AND POSTAGE AND STATIONERY ALLOWANCE.

Basis of calculation.

698. The issue in each financial year of the capitation and travelling allowances will be based upon the number of Efficients shown in the Annual Returns and Nominal Rolls of Efficients and Non-efficients rendered on the 1st November in the preceding year. The issue of the postage and stationery allowance is based upon the establishment (*see* para. **693.**)

Form of claims.

699. Forms of claim for these allowances will be rendered with the Annual Returns on the 1st November in each year, on W.O. Forms 1600 and 1601 (*see* para. **944.**)

Issues, how and when made.

700. Issues will be made by means of drafts on the Paymaster-General as soon after the 1st April as possible.

To whom issue is made.

701. In Administrative Regiments the Capitation Allowances for the Staff, and the Travelling Allowances for the Regiment, will be issued to the Commanding Officer.

702. Issues of allowances due to Corps will be made to the Commanding Officer jointly with three members of a Finance Committee appointed, under Rules which have been approved by Her Majesty for the Corps, to aid the Commanding Officer in the management of its finances.

Statements on form of claim.

703. The form of claim (W.O. Form 1600) will accordingly contain a statement:—

(*a.*) That Rules have been approved by Her Majesty for the Corps (giving the date of the War Office Letter notifying Her Majesty's approval).

(*b.*) That such Rules contain provisions for the appointment of a Finance Committee consisting of not less than three members besides the Commanding Officer.

(*c.*) That the provisions for the appointment of a Finance Committee have been strictly carried out.

(*d.*) That three Members of such Committee (giving their names) have been selected by the Commanding Officer to receive jointly with him issues of Capitation Allowances.

(*e.*) That the Commanding Officer and the three other members of the Finance Committee appointed to receive with him the issues of Capitation Allowances have undertaken to produce annually at a General Meeting of the Corps an accurate account of the receipt, expenditure, and balance of the moneys entrusted to them, and that such account was produced at a General Meeting of the Corps held within the preceding 12 months.

Finance Committee.

704. If between the 1st November and the date of issue of the capitation allowances any one of the three Members re-

MODE OF ISSUE—cont.

ferred to in paragraph **703** (*d*)., shall have ceased to be a Member of the Finance Committee, the Commanding Officer will report the fact to the Under Secretary of State, War Office, at the same time submitting the name of another Member of such Committee, specifying the date on which he was, in accordance with the approved rules of the Corps, appointed or elected to be a member of the Finance Committee.

705. The Capitation Allowances should be paid into a Bank to the joint account of the Commanding Officer and the three Members appointed to receive the allowances. The fund will then be disbursed by cheques signed by the Commanding Officer and the three Members, or by such of their number (not less than two) as they four may conjointly empower to draw cheques. Mode of disbursing allowances.

706. No account of the expenditure of the foregoing Allowances will be required to be rendered to the War Office. No account required.

SECTION 22.—TRAVELLING EXPENSES OF OFFICERS.

I.—Adjutants.
II.—Volunteer Officers.

I.—ADJUTANTS.

Duties entitling to travelling expenses.

707. The travelling expenses of Adjutants of Volunteers when employed on any of the under-mentioned duties in connexion with the Volunteer Force, will be defrayed by the public, subject to the limitation in para. **713**:—

(*a.*) When visits are ordered to out-lying corps or companies for drill, gun practice, or class firing, or to Cadet Corps attached under War Office authority.
(*b.*) When attending Battalion Drill.
(*c.*) " Brigade Drill.
(*d.*) " Gun Practice.
(*e.*) " Regimental Camps of Instruction.
(*f.*) " before a Medical Board on public grounds.
(*g.*) When transferred from one Adjutancy to another for the convenience of the service.
(*h.*) When required to inspect ranges. (In the case of inspection of a second range for a corps, the cost of inspection will be recovered by the War Office from the Corps concerned.)

Adjutant not living at Head-Quarters.

708. When, under exceptional circumstances, an Adjutant is allowed by the Secretary of State to live away from Head-Quarters, no extra expense for travelling thereby incurred will be admissible as a charge against the public.

Reviews and inspection of sites for camps.

709. The expenses of an Adjutant in inspecting sites for Regimental Camps, and in attending reviews, will be paid out of the Capitation allowances of the Administrative Regiment or Corps to which he belongs.

Transfer and medical board.

710. An Adjutant will defray his own expenses when transferred from one Adjutancy to another at his own request, and when required to attend medical boards assembled on his personal application for sick leave, or for retirement under para. **143** of these Regulations.

Appointment.

711. The regulations in regard to the travelling expenses of Officers on appointment as Adjutants from full pay of the Army are given in clause 117, Army Circulars, 1873.

712. Officers on the Half-Pay List when nominated to Adjutancies will defray their own travelling expenses on proceeding to any military station for examination and on joining their Corps.

Officers in receipt of forage.

713. An Adjutant in receipt of forage, or of an allowance in lieu thereof, will not be granted travelling expenses for journeys not exceeding a distance of 10 miles from his station,

ADJUTANTS—contd.

unless he shall be prevented from returning to his station the same day. In such case a statement of the circumstances which prevent his so returning must be furnished.

Detailed account of expenses required.

714. As only the actual cost of the conveyance of an Adjutant travelling on the public service is admissible, he will keep an accurate account thereof. When public conveyances are resorted to, the description of conveyance used will be given in the travelling claim: the places from and to which the Adjutant proceeded, the distances travelled, and the dates of departure and arrival, will also be shown.

Mode of accounting for expenses.

715. The expenses for each conveyance, whether by railway, steam-boat, coach, omnibus, cab, car, fly, or boat, will be shown separately on the Travelling Claim, and in sequence as they were incurred; the sums charged being subject to alteration, should they exceed the established fares. Booking fees, and fees to railway porters, are inadmissible as charges against the public. Cloak room charges will be allowed when a saving of cab hire can thereby be effected.

Return tickets.

716. When proceeding by railway, and returning to his station the same day, or within a period for which return tickets are issued, an Adjutant will take such tickets when practicable, provided the cost be less than 2*d.* a mile.

"Limited mail."

717. Officers cannot claim a ticket by the "limited mail" trains. If they select those trains to travel by, the extra cost of the ticket will not be admitted as a charge against the public.

Fare for civilian servant.

718. Second-class fare, when actually paid, may be charged for civilian servants, when travelling at the public expense, under para. **731.**

Government rate by railway.

719. Should the ordinary railway fares paid by the public exceed the Government rate of 2*d.* a mile, Officers travelling on duty at the public expense, will claim conveyance at that rate, and will be prepared to produce, at the request of the Company's Agent, the order under which they are proceeding. When the fare is less than 2*d.* a mile, only the actual fare will be charged by the Officer.

Carriage and cab hire.

720. Carriage and cab hire, except as sanctioned in para. **722,** will not be allowed when railway or other ordinary public conveyance is available, unless the claim be supported by a statement showing the necessity for resorting to such conveyance.

721. Charges for carriage hire (other than ordinary cab hire), or for any unusual expenditure, will be supported by a statement of the circumstances which rendered such expenditure necessary, and by receipted vouchers. In cases where it may be impracticable to obtain receipted vouchers, the reason for not annexing them must be explained on the Travelling Claim.

722. The hire of a cab between residence and railway or steam-boat stations will be allowed if the Adjutant has to take

ADJUTANTS—contd.

baggage with him. Such charges must be supported by a statement of the distance driven.

Carriage of baggage.

723. An Adjutant travelling at the public expense on transfer from one Administrative Regiment or Corps to another, will be allowed the cost incurred for the conveyance of 14 cwt. of baggage, less the quantity carried free by railway or other conveyance. Charges for the conveyance of baggage will be supported by receipted vouchers, in which will be shown the actual weight when the baggage is conveyed by land, and its cubic measurement when conveyed by water; otherwise the charges cannot be admitted.

724. When an Adjutant is not required to take his heavy baggage, no charge for conveyance of baggage will be admitted against the public.

Personal allowance.

725. Personal allowance at the rate of 10*s.* a day will be granted to an Adjutant for every complete day and night he may be necessarily absent on duty from his residence, except under the circumstances mentioned in para. **729.**

726. An Adjutant quitting and returning to his station on the same day, provided he shall proceed beyond a radius of 10 miles from his station, will receive an allowance of 5*s.* Whenever the distance of 10 miles is mentioned, with reference to personal allowance, it must be understood to mean the radius.

727. For the last day of a journey, an Adjutant will be allowed, irrespective of the distance travelled, half the rate of personal allowance sanctioned by para. **725.**

728. When an Adjutant is detained on duties other than those specified in para. **729** for more than seven consecutive days at any one place, exclusive of the days of proceeding to and departing from such place, he will, after the seventh day, receive the half rate of personal allowance only. No personal allowance on account of detention at one place will be issued for more than 15 consecutive days without the previous sanction of the Secretary of State, on a representation in each case showing the necessity for prolonging the duty on which the Officer was engaged.

729. When an Adjutant proceeds to the School of Gunnery, or School of Musketry, by order of the Secretary of State, for the purpose of receiving instruction, or is with his Corps in a Regimental Camp of Instruction, he will be granted an allowance of five shillings a-day during the period of instruction, or residence in camp. If provided with quarters, fuel and light. at a School of Gunnery or Musketry, a deduction of 2*s.* 3*d.* a day will be made.

730. Personal allowance will not be issued to Officers marching with Troops in Flying Columns, in Camps of Manœuvre, or when rations are supplied on the march by the Commissariat Department. Adjutants acting as Camp Adjutants at the Meet-

ADJUTANTS—contd.

ings of the National Artillery and National Rifle Associations at Shoeburyness and Wimbledon are not entitled to personal allowance.

731. An Adjutant proceeding on temporary duty which requires him to be mounted, and in respect of which he is entitled to travelling expenses for himself and his horse, will be allowed travelling expenses for one groom. Travelling expenses for groom.

732. In the case mentioned in para. **731,** but not otherwise, an Adjutant will also be allowed 4*s.* a day on account of the Civilian servant actually accompanying him; but 2*s.* only will be allowed for the last day of a journey, or when the Adjutant quits and returns to his station on the same day. No such allowance is admissible for a servant in camp. Allowance for civilian servant.

733. When the Adjutant is travelling with his horse he will be reimbursed the livery expenses necessarily incurred, less the authorised forage allowance. No such allowance is however admissible during encampment. Travelling with horse.

734. Claims for repayment of travelling expenses will be forwarded through the Commanding Officer to the War Office, quarterly, on War Office Form 1071. Any deviation from this rule must be accompanied by a satisfactory explanation of the cause of delay; otherwise the claim will not be considered. No claim will be considered, unless made within one year from the date of the journey charged for. Claims.

II.—VOLUNTEER OFFICERS.

735. Officers of the Volunteer Force, travelling on Military duty other than that of the particular Regiment or Corps to which they belong, will, when entitled to travelling expenses, be granted a Personal Allowance at the following rates, for every complete day and night they may be necessarily absent from their quarters, or usual places of residence :— Rate of personal allowance.

	Daily.	
	s.	*d.*
For Field Officers - - - -	15	0
„ Other Officers - - - -	10	0

736. The issue of the above rates will be regulated by the substantive rank of the Officer in the Volunteer Force. Regulated by substantive rank.

737. Personal Allowance will not be issued on account of detention at one place for more than seven consecutive days, unless the period be extended by the authority of the Secretary of State, on a representation in each case showing the necessity for prolonging the duty on which the Officer had been engaged. Limit of time.

738. For the first and last days of a journey, or when the Officer quits and returns to his quarters the same day, only half the rate of Personal Allowance will be issued, and then, only provided that the distance travelled be not less than ten miles from the Officer's quarters. Half rate.

SECTION 23.—REVIEWS AND BRIGADE DRILLS.

Initiated by G.O.C.

739. When the General Officer Commanding a District wishes to hold a Review or Brigade Drill of Auxiliary Forces, or of Regular and Auxiliary Forces, at which no expense to the public will be incurred beyond that for the Brigade Drill allowance under para. **749**, or for the employment of Officers of the Regular Forces, or of Staff Officers of Pensioners, or Adjutants of Auxiliary Forces, employed as Brigade Majors, in the authorised proportions, he will make the necessary arrangements with the Officers Commanding the various Corps.

Return of numbers to be present.

740. Officers Commanding Regiments or Corps of Volunteers about to take part in a Review or Brigade Drill, will, not less than one week prior to the date on which it is proposed to be held, send to the General Officer Commanding their District returns (on W.O. Form 1629), showing the number of officers and men who will probably attend.

Initiation by Volunteers.

741. When Officers Commanding Regiments or Corps wish to initiate a Review or Brigade Drill, the Senior Commanding Officer will notify their wish to the General Officer Commanding the District, who, if he approves, will proceed, as laid down in paras. **739** and **740**.

Administrative Regiments.

742. In the case of an Administrative Regiment of Volunteers, the Officer Commanding will make a Return for the whole Regiment, and the General Officer Commanding the District will correspond with the Officer Commanding the Administrative Regiment, and not with Officers Commanding the several Corps composing it.

Aides-de-Camps.

743. Volunteer Brigadiers will be at liberty to appoint their own Aides-de-Camps, but no travelling expenses on their account will be admitted as a charge against the public.

Reports on Field-days.

744. Should the General Officer Commanding think it desirable that the Report of the Commanding Officer on a Field-day be made known to the Volunteer Force in the District, he will do so through the Senior Officer of the Force, or in General Orders or otherwise, adding any comments he may wish to make.

745. General Officers Commanding Districts will forward to the War Office reports upon all Reviews of Volunteers, or of Volunteer and other Forces combined, when the Force consists of more than one Brigade.

Annual brigade drill.

746. Rifle Volunteer Corps will attend once during the year a special drill for Brigade Instruction at a time and place fixed by the General Officer Commanding the District, after communication with the Commanding Officers concerned. The General

Officer may, however, exercise his discretion in exempting an Administrative Regiment or Corps in any year from such attendance should sufficient reason be shown for his so doing.

747. On such occasion—

(*a.*) The Force will consist of only one Brigade, or, if two Brigades are formed, they must be drilled separately.

(*b.*) The Corps will be selected by the General Officer Commanding the District.

(*c.*) The General Officer Commanding the District, or an Officer of the Regular Forces appointed by him, will command.

(*d.*) The Instructional Drill will be of not less than two hours' duration.

(*e.*) Not less than half the enrolled strength of each Corps will be present, except in the case of an Administrative Regiment, when, if any corps does not muster half its enrolled strength, it will suffice if half the enrolled strength of the Administrative Regiment be present.

Field Officers must attend.

748. Field Officers of Administrative Regiments or Corps must attend, unless they have special leave of absence from the General Officer Commanding.

Brigade drill allowance.

749. Provided all the requirements laid down in para. **747** are fulfilled, an allowance of 1*s.* a head for all ranks will be granted to cover travelling expenses, if the Head-Quarters of the Corps are more than three miles distant from the place of assembly.

Claim for allowance.

750. On a claim for the allowance granted by para. **749** being forwarded to the War Office (on W.O. Form 867), signed by the Officer Commanding the Administrative Regiment or Corps concerned, and countersigned by the Officer Commanding on the occasion, the necessary issue will be made to the former Officer. In the case of an Administrative Regiment, the particulars relating to each Corps on account of which the Regiment is entitled to the allowance, will be separately given in the claim.

Artillery Volunteers.

751. Artillery and Engineer Volunteer Corps will not be required to attend the Infantry Brigade Drill above referred to, but when they do so, and comply with the provisions laid down in para. **747**, they will be entitled to receive the allowance specified.

Only enrolled members to attend.

752. None but enrolled Members properly dressed in Uniform will be permitted to accompany a Volunteer Corps at any Field-day or Review, either during the marching past or the performance of the manœuvres.

Collection of surplus ammunition.

753. When the Volunteers, at the termination of a Field-Day, are to return by railway to their Head-Quarters, the arms will be examined, and all the ammunition which has not been

expended must be collected from the pouches of the Volunteers and placed in a metal cylinder, or metal-lined case, with a view to its being conveyed in safety to the Head-Quarters of the Corps to which it belongs. Commanding Officers will be held responsible that this regulation is strictly carried out.

SECTION 24.—COMPANY AND BATTALION DRILL, AND MARCHING OUT.

754. Company Drills will be ordered by the Officers Commanding Corps, and Battalion Drills by Officers Commanding Corps or Administrative Regiments, as the case may be. In a Garrison Town, notice of the dates fixed for Battalion Drills will be given by Commanding Officers to the Officer Commanding the Garrison. Drills to be ordered by Commanding Officers.

755. Commanding Officers will determine what drill is to take place, and who is to drill at certain parades. If the Commanding Officer is not present, the Officer in temporary command will carry out his arrangements. It is competent to the Officer Commanding on parade to direct any Officer to assume the command for the purpose of manœuvring the Battalion, though other Officers senior to him be present.

[See Regulations on Form of Certificate of efficiency (Appendix pp. 187 to 191) as regards conditions under which drills may reckon towards efficiency under Her Majesty's Order in Council.] Drills reckoning towards efficiency.

756. When the Adjutant proceeds to a Company Drill he will take with him a copy of the muster-roll of the Company. The roll will be called over in his presence, and the names of the Volunteers present will be checked by him. He will in like manner be furnished with a roll of recruits, and will examine them in squad drill, rifle exercise, and company drill. These rolls will be submitted to the Inspecting Officer at the annual inspection. Adjutant's duties at Company Drill.

757. The Adjutant will make a note of the names of those Volunteers present whom he may find qualified in knowledge of drill for certificates of efficiency in accordance with the provisions of Her Majesty's Order in Council. In the event of any Volunteer not satisfying the Adjutant as to his knowledge of drill, he will not be granted a certificate of efficiency unless he is seen again by the Adjutant at a later visit, and then considered by him duly qualified. The Adjutant will not sign a certificate of efficiency for any Volunteer whom he has not during the year seen at drill and considered qualified.

758. He will personally drill the Company in the capacity of Drill Instructor, during a portion of the period of drill. The Company Officers junior to the Adjutant will fall in for instruction as a matter of course. As Officers and Serjeants should have an opportunity of drilling in his presence, the Adjutant should also, during part of the time, hand over the Company to one or more of them, he being present as Instructor.

759. Volunteers are required to attend Drill in uniform at the Adjutant's visits to outlying Corps of Administrative Regiments, When uniform is to be worn.

but not, unless ordered to do so, at their own Officers' or at the Serjeant-Instructor's Drills, or at target practice.

Adjutant's visits.

760. The Field Officer Commanding an Administrative Regiment will, with a view to suit local convenience, arrange with the Officers Commanding Corps, some time in advance, the days on which the Adjutant will visit each Corps.

761. When the Adjutant visits outlying Corps of Administrative Regiments, Officers and Non-commissioned Officers of Corps will make a point of being present. All men who are in uniform at the place of assembly will fall in as a matter of course.

762. It is the duty of Adjutants of Administrative Regiments to inspect the arms of the several corps at their visits.

Battalion Drill.

763. The Officer Commanding an Administrative Battalion will, if he considers it more convenient and less expensive, assemble the Corps by Half-Battalions.

764. The object of Battalion Drill is chiefly to practice Officers and Serjeants in Battalion Movements. Officers and Non-commissioned Officers will, therefore, make a point of being present, if possible, at Battalion Drill.

Battalion keeping ground during drill.

765. No preliminary sanction is required from the General Officer Commanding when one Battalion of Volunteers keeps the ground while another is being drilled or inspected.

Corps not to leave district without sanction.

766. Except for the purpose of attending a Review or Brigade Drill (*see* Section 23), a Volunteer Corps must not quit, as a military body, the district to which it belongs, unless the Officer Commanding has previously obtained the sanction of the General Officers Commanding both Districts concerned.

Visits to Garrison or Camp.

767. Whenever Volunteers desire to visit any Garrison or Camp as a military body, application will be made by the Officer Commanding to the General Officer Commanding his District, who will, if he approves, inform the Officer in Command of the Garrison or Camp of the intended arrangement.

768. Upon all occasions of entering a Garrison or Camp, the Officer in Command of Volunteers will duly report his arrival to the General Officer, and at the same time furnish him with a field state of the Corps.

SECTION 25.—GUN DRILL AND PRACTICE OF ARTILLERY VOLUNTEERS.

769. When the service of an Artillery Volunteer Corps has been accepted, and there are no means of providing for the drill and practice of the Corps in existing Batteries, the terms on which the Secretary of State will assist in the construction of Batteries are as follow:— Batteries, construction of.

(*a.*) The sites will be provided by the Volunteers, and held on lease to the Officer Commanding the Corps, for a term of not less than seven years; in the event of the lease not being renewed, the guns and Government stores will be withdrawn.

(*b.*) When earthworks are required, they will be thrown up by the Volunteers, or at the cost of the Corps.

(*c.*) Accommodation for a resident Gunner, to take charge of the Battery, will, unless under exceptional circumstances, be provided by the Volunteers.

(*d.*) Platforms, side-arm sheds, and expense magazines, are provided by Government, but the Volunteers are required to bear the expense of keeping them in repair.

(*e.*) No final arrangements will be made by a Corps for providing a site until the place selected has been approved by the Secretary of State, a plan of the proposed site having first been submitted to the War Office.

(*f.*) When permanent structures, the cost of which exceeds 200*l.*, are provided at the public expense, the site, if so required, will be surrendered to the Secretary of State for at least twenty-one years.

770. At places where the Government magazines do not afford accommodation for the storage of made-up Gun Ammunition, the Corps will be required to provide magazines for its safe keeping. Magazines.

771. If the construction of any existing magazine is not in strict accordance with plans approved by the Secretary of State, the magazine must be provided with an approved lightning conductor at the expense of the Corps. Lightning Conductors for Magazines.

772. Where no Guns are available on permanent works, Guns are issued for the instruction of Artillery Volunteers, as laid down in para. **521.** Guns.

773. No gun practice of Artillery Volunteers will be carried on except under the superintendence of an Officer of the Royal Artillery, an Adjutant of Artillery Volunteers, or an Officer of Artillery Volunteers specially authorised by the Secretary of State to superintend gun practice. A certificate of proficiency from a School of Instruction does not entitle an Officer to superintend gun practice. Superintendence of Gun practice.

SECTION 25. GUN DRILL AND PRACTICE OF ARTILLERY VOLUNTEERS.

Travelling expenses of Serjeant Instructors.

774. The travelling expenses of Serjeant Instructors detailed to attend heavy gun practice must be defrayed out of the Capitation Allowances of the Corps concerned. *See* also Para. **685.**

Practice of several Corps together.

775. When several Artillery Volunteer Corps attend gun practice together, the senior Officer present will have general supervision, but the Adjutants of the several corps, being the Instructors, will in all cases direct the practice.

Precaution as to issue of powder.

776. Neither Volunteers not at exercise, nor other spectators, will be allowed to congregate round barrels or cases containing powder, which are being issued.

Bands of music.

777. Bands of music must be prohibited from playing either inside or in the immediate vicinity of Batteries during gun practice.

Saturated cartridges.

778. Saturated cartridges will not be used either in firing with or without shot.

Sword-bayonets not to be worn.

779. Sword-bayonets will not be used by Artillerymen engaged at gun drill or in moving powder.

Smoking prohibited.

780. No smoking will on any account be allowed in the vicinity of gun carriages or waggons in which ammunition is being conveyed.

Firing blank ammunition.

781. In all cases in which blank ammunition is fired from Batteries consisting of less than four guns, the intervals between the firing will not be less than 25 seconds. The practice of firing blank cartridges against time is forbidden.

Magazines, precautions to be taken.

782. Magazines will be kept strictly clean and free from all gravel, sand, or grit, and no iron, light, lucifer match, or anything likely to cause combustion will be permitted therein, nor will any one enter a magazine with articles of a combustible nature on his person. No smoking, or fire, will be permitted near a magazine.

783. In moving powder-barrels about a magazine, all friction will be avoided as much as possible, and care will be taken that no powder is spilt on the floor. An old rug or blanket will be placed on the floor, and all persons employed in a magazine must either wear list slippers, or remove their boots or shoes. The magazine floor must be carefully swept after every transaction.

784. When a magazine is open for airing, during fine weather, some one must be in charge on the spot, to warn persons from approaching it, except on duty.

Opening of powder barrels or cases.

785. Cases or barrels will not be opened either inside a magazine or immediately outside the door. When brought out to supply batteries in action, they will be deposited in rear, and to windward thereof, and will be placed under proper guard.

SECTION 26.—MUSKETRY INSTRUCTION AND RIFLE EXERCISES.

786. Classes for the regular course of Musketry Instruction are formed at the School of Musketry on the 1st March, 1st May, 1st August, and 1st October in each year. When Sunday falls on any one of the above dates, the class will assemble on the previous day. In each class vacancies will be reserved for 5 Officers and 10 Serjeant Instructors of Volunteers. Regular Army Course.

787. Before a Serjeant Instructor is permitted to proceed to the School of Musketry at Hythe he will be medically examined in order to ascertain whether he is in a fit state of health to undergo a course of Instruction in Musketry. A fee of 2*s.* 6*d.* for this Examination will be allowed to the Medical Officer of Volunteers or Private Medical Practitioner. The Serjeant Instructor will take with him to the School of Musketry the rifle which he is in the habit of using with his Corps. Serjeant Instructors proceeding to Hythe.

788. When applications are received for permission for 20 or more Volunteers to attend a modified course of instruction, a special class will be formed for them. The course of instruction for Volunteers extends over about 14 working days. Ammunition is issued to the Volunteers gratuitously, and they are not required to pay any fees; but the lodgings and all other personal expenses of the Volunteers admitted to the course must be provided for by themselves, or by the Corps to which they belong. Every Volunteer admitted to the course will take with him his uniform and the rifle which he is in the habit of using with his own Corps. Modified course for Volunteers.

789. The application from the Commanding Officer for permission for an Officer, Non-commissioned Officer, or Private of his Corps to attend a class, will contain—

(*a.*) A certificate that the member concerned is thoroughly acquainted with the Manual and Firing Exercises.

(*b.*) A statement from the Volunteer, expressing his willingness not to quit the School of Musketry till the termination of the course of Instruction, without the special sanction of the Commandant, and also to impart instruction in the authorised system of Musketry on his return to his Corps.

790. Volunteers attending the modified course of Instruction in Musketry, who may wish to obtain certificates of qualification to act as Serjeant Instructors to their Corps will be permitted to remain at the School of Musketry for six or eight days after the termination of the course, and will then be examined as to their ability to impart instruction.

791. The Rifle Practice Ground of a Volunteer Corps must afford a range of at least 300 yards, but it is desirable that the range should extend to 800 yards. Rifle Practice Ground.

Adjutant is Instructor in Musketry.

792. The Adjutant, when duly qualified by the possession of a certificate from a School of Musketry, will be considered the regular Instructor of Musketry of the Corps or Administrative Regiment, and as such must attend class firing when the Commanding Officer desires it; but it is competent for a Commanding Officer to employ as additional Instructors any Officers or Non-commissioned Officers of the Administrative Regiment or Corps who may be properly qualified for the duty.

Adjutant, responsibility of.

793. The Adjutant is responsible for the shooting of the Volunteers being carried on in accordance with the "Rifle Exercises and Musketry Instruction for the Army," except as follows:

a. There is no fixed limit as to the number of rounds to be fired by a volunteer in one day.

b. Instead of the men of the squad firing in rotation, any two men may be called to the front by the Officer superintending the practice, and fire shot and shot alternately until they have completed their five rounds.

c. In order that a Rifle Volunteer may become efficient, so far as target practice is concerned, by firing 20 or 40 rounds only and passing into the 2nd Class, a classification will be made after each period. Any Volunteer who fails to make 40 points in the first period may repeat his practice in the 3rd Class.

Manual Exercise.

794. Volunteers, although armed with the long Snider Rifle, will be instructed in the Manual Exercise prescribed in the "Rifle Exercises and Musketry Instruction for the Army," for the short Snider Rifle, except as regards the modes of fixing and unfixing bayonets, in which instances the directions laid down for the long rifle will be followed.

Precautions at Rifle practice.

795. In order to provide for the safety of the public, indiscriminate private practice at Rifle Ranges will not be permitted; all practice will be so regulated as to ensure the presence of an Officer or Non-commissioned Officer on all occasions when firing is going on. The Officer, or Non-commissioned Officer, in charge of the firing party will be held responsible for enforcing strict regularity and discipline. When Volunteer Corps are carrying on target practice a bugler will, whenever his services can be secured, be present for the purpose of signalling the orders to fire or cease firing, in accordance with the Musketry Instructions for the Army. In the event, however, of the services of a bugler not being available, instead of trusting to the voice only, a whistle of sufficient power to be heard at the longer ranges, such as a "pilot whistle" or "railway whistle," will be used to attract the attention of the marker.

Markers.

796. None but Non-commissioned Officers, or experienced Volunteers, will be allowed to act as Markers at Rifle Ranges. The employment of boys in that capacity is prohibited.

797. At the conclusion of Rifle Practice (whether it be Class Firing, Prize Shooting, or Private Practice), the Officers or Non-commissioned Officers in charge of Squads will examine Arms before permitting any Volunteer to quit the firing point. Examination of Arms on quitting firing point.

798. In testing the sight of Government Rifles only ammunition obtained from the War Department will be used. Testing sights.

799. The Badge of Cross-muskets upon the sleeve of the tunic will only be worn by marksmen of Volunteer Corps when the Corps as a whole goes through the Line course of Musketry Instruction. When any Corps goes through such course during the Volunteer Year ending 31st October, a Return on W.O. Form, 927, will be rendered at the end of such year to the General Officer Commanding the District, who will give the necessary authority for those Volunteers who have qualified as marksmen to wear the badge of Cross-muskets. Badges of Cross-muskets.

800. As Volunteer Corps cannot ordinarily go through the whole of the Line course of instruction, Commanding Officers of Volunteers are permitted to grant special badges to denote proficiency of firing at various ranges, viz. :— Special badges for Volunteers.

(*a.*) When the range available for the Corps extends to 300 yards only, the Volunteer who obtains the greatest number of points over 40 in the 3rd Class may wear on the sleeve a Rifle embroidered horizontally, thus—

(*b.*) When the range extends to 600 yards only, the Volunteer who obtains the greatest number of points over 30 in the 2nd Class may wear on the sleeve a Rifle embroidered horizontally, with a Star immediately above it, thus—

(*c.*) When the range available extends to 800 yards, every Volunteer who obtains 25 points and upwards in the 1st Class may wear on the sleeve a Rifle embroidered

horizontally, with two Stars immediately above it, thus—

(*d.*) When the range available extends to 800 yards, the Volunteer who obtains the greatest number of points above 25 in the 1st Class may wear on the sleeve a Rifle embroidered horizontally, with three Stars immediately above it, thus—

Marksman's Badge.

801. Although a Mounted Rifle, or Rifle Volunteer wishing to obtain exemption in future from the requirement of ball practice, must, in earning the Marksman's Badge—(viz., the cross-muskets or the badge shown in para. **800**(*c.*)—fire the whole of his 60 rounds under the personal superintendence of the Adjutant (or other Officer appointed by the Secretary of State to act as such), such badge not carrying the above exemption, may be obtained, under the superintendence of an Officer or Serjeant Instructor of an Administrative Regiment or Corps.

Badge of Serjeant Instructor in Musketry.

802. A Serjeant Instructor in Musketry to a Volunteer Corps will wear a badge of Cross-muskets and a Crown, thus—

but this badge can only be worn by a Serjeant who holds a certificate as a qualified Serjeant-Instructor in Musketry. It will not be worn by the Acting Serjeant-Major or by a Temporary Drill Instructor.

803. No other mark of distinction for class firing than the badges above prescribed will be worn by Volunteers in uniform. No other badges for class firing.

804. The badge marking efficiency in shooting will be worn on the left arm, immediately above the cuff of the sleeve; that for a Serjeant Instructor in Musketry, on the right arm, midway between the elbow and the shoulder. The badge will be worked on cloth the colour of the facings, and will in no case be worked in gold. Position of Badges.

805. Badges for good shooting will be worn only during the Volunteer year (ending 31st October) following that in which they were earned. Volunteers, who under the terms of Her Majesty's Order in Council, are exempt from further target practice, as a requirement for efficiency, form no exception to this rule. Badges to be worn for one year.

806. Badges will not be worn by Commissioned Officers. Officers.

807. The following Musketry Returns will be kept, viz.:— Musketry Returns.

Musketry Drill and Practice Return -	W.O. Form	922
Target Practice Register - - -	„	923
Judging Distance Register - -	„	924
Summary recording result of Volley, Independent, and Skirmishing Practices	„	925

These Returns will not be transmitted to the War Office, but will be retained at the Head-Quarters of the Corps for inspection when necessary.

SECTION 27.—GYMNASTIC AND FENCING INSTRUCTION.

Military Gymnasia may be used.

808. Officers and men of the Volunteer Force, when not assembled for service under the Mutiny Act, will be permitted to receive instruction in gymnastics and fencing in the Military Gymnasia, when the gymnasia are not required for the regular classes, provided that they obtain the approval of the General or other Officer Commanding at the Station, and that they comply with the following conditions:—

(*a.*) Applications for permission to attend will be made through the Officer Commanding the Administrative Regiment or Corps to which the applicants belong.

(*b.*) Those who are desirous of receiving instruction in fencing will supply their own fencing materials, and all will provide themselves with gymnastic belts and shoes.

(*c.*) The Serjeant Instructors will receive remuneration at the rate of 1*s.* a lesson (of one hour) for each class not exceeding 15 individuals.

(*d.*) The Superintendent of the Gymnasium will appoint the Instructors, one for each class, and decide how the remuneration is to be divided amongst them.

(*e.*) Officers and men of the Volunteer Force must conform to the rules of the Gymnasium, or the privilege of receiving instruction will be withdrawn.

SECTION 28.—DISTRIBUTION OF PRIZES.

By Officers on full pay of Regular Army.

809. In any case in which it may be desired that the prizes for good shooting or other Military Exercises in an Administrative Regiment or Corps of Volunteers should be distributed by an Officer serving on full pay of the Regular Forces, authority will in the first place be obtained by the Commanding Officer, through the usual channel of communication, from the General Officer Commanding the District to which the Administrative Regiment or Corps belongs.

SECTION 29.—CAMPS.

I.—Regimental Camps.
II.—Encampments with Regular Forces and Militia.

I.—REGIMENTAL CAMPS.

Formation of.

810. A portion of the Volunteer Force will in each year be assisted to form Regimental Camps of Exercise.

Application to G.O.C.

811. When a Brigade or Battalion of Volunteers wishes to form a Camp, the Commanding Officer will apply (on W.O. Form 1644) to the General Officer Commanding the District, who may approve of the application without reference to the War Office.

Encampments out of District.

812. When the place proposed for encampment is not in the district to which the Administrative Regiments or Corps of Volunteers belong, the General Officer Commanding will obtain the consent of the General Officer Commanding the district or districts concerned before authorising the encampment in question.

Date for application.

813. The application must be made to the General Officer of the District not later than the 30th April in each year; as in the event of applications for permission being numerous, it will be necessary for him to decide which Brigades or Battalions can be allowed to form Camps. No application received after the date referred to will be entertained.

Dates of formation of Camp.

814. General Officers will arrange with Commanding Officers of Regiments or Corps concerned, the dates at which the respective Camps will be formed, so that in each district only as many Corps shall be encamped at the same time as the convenience of the Service will permit.

Encampment by Batteries.

815. Although under ordinary circumstances encampment will be by Brigades or Battalions, Artillery Volunteers may be permitted to encamp by Batteries for the purpose of gun practice, should they wish to do so.

Excessive demands for Equipment.

816. In making arrangements for Volunteer Encampments, unnecessary expense has sometimes been occasioned by the demand of Camp Equipment for many more Volunteers than have actually attended. Commanding Officers of Volunteers will therefore be careful, in future cases, to estimate as exactly as possible the number of men who are likely to take part in the encampment.

Requisition for Equipment.

817. The requisition for Camp Equipment (W.O. Form 1645) will be sent to the local Commissary General of Ordnance exactly 14 days before the date of the formation of the Camp, but the issue will depend upon the supplies in store and the requirements of the public service.

REGIMENTAL CAMPS—contd.

Rations.

818. Arrangements will be made, when practicable, through the District Commissary General, Commissariat Department, for the supply of rations at the Government Contract rate. Payment for the rations will be made by the Commanding Officer of the Volunteers, according to the full existing contract rates, direct to the local Paymaster.

Annual Inspection.

819. The Annual Inspection will be made in camp (*see* para. **877**).

Special Inspection.

820. Every Regimental Camp will be inspected by a Field Officer of the Regular Forces, even when special circumstances may render it impracticable to comply with the regulation that the official annual inspection of the Volunteers concerned will take place there.

Unauthorised attacks.

821. No attack will be made by any Administrative Regiment or Corps of Volunteers, either by day or night, on any quarters or encampment of Volunteers, unless the permission of superior authority for such an attack has first been obtained.

Return.

822. At the termination of the encampment a return on W.O. Form 569 will be prepared, signed by the Commanding Officer and Adjutant, and handed to the Inspecting Officer, who will countersign and transmit it, with such observations as he may think fit to make, with his Inspection Report.

Carriage, &c. of Equipment.

823. When Camps, formed by Volunteer Corps under proper authority, last for three clear days, exclusive of the days of joining and breaking up, and when the Certificate annexed to the Return above mentioned is in every respect satisfactory, the cost of conveying to and from the camp the camp equipage lent from the public stores, and the expense of viewing the same, when returned to the Ordnance Store Department, either at the camp or at the Government Stores, as well as the ordinary cost of cleaning, will be borne by the public.

824. Claims for the amount due will be forwarded to the local Paymaster for adjustment, without previous reference to the Secretary of State, in accordance with the provisions of paras. **575** and **576**.

Damage.

825. The amount assessed for any damage done to the Stores beyond fair wear and tear will in all cases be charged against the Corps.

826. Tents should not be struck before 10 a.m., otherwise serious damage may be caused to them by dew. Articles of camp equipment which have become wet while in use will be thoroughly dried and cleaned, as far as possible, by the troops, before being returned into store, in order to prevent the great injury which arises from damp, mildew, or rust. When a camp is broken up in wet weather, and the Ordnance Store Officer, or, in his absence, the Commanding Officer, is of opinion that the tents should not be struck or other articles of equipment

REGIMENTAL CAMPS—contd.

be taken over in a wet state, a detachment will be left behind until the articles are in a proper condition to be returned into store. This detachment will consist of Serjeant Instructors only, or of such Volunteers as may be willing to remain if a larger detachment be thought desirable.

Camp allowance.

827. To cover the cost of the erection of cooking apparatus and other contingent expenses, the sum of 2*s.* 6*d.* a head will also, under the circumstances referred to in para. **823,** be allowed for the average number of all ranks shown by the above-mentioned return to have been present and effective during the encampment on any number of consecutive days, not less than three, selected at the discretion of the Commanding Officer. When a Regimental Camp lasts for four clear days, exclusive of the days of assembly and return, an additional allowance of 2*s.* 6*d.* will be granted on account of each Volunteer who is present for the whole period, or who is present for not less than four consecutive days, exclusive of the days of joining and quitting the Camp, if the Camp should last for a longer time. The Commanding Officer will, in forwarding the claim, state the consecutive days on account of which the claim for the first-mentioned allowance is made; and, when the additional allowance is claimed, he will certify as to the number of Volunteers who were present for not less than four consecutive days, exclusive of the days of joining and quitting the Camp. The presence of a Volunteer in Camp, in either of the above cases, does not mean merely attendance at drill in the day time, but also remaining in Camp for the night.

Barracks.

828. When a Brigade or Battalion of Volunteers wishes to occupy Barracks for a short time, the General Officer Commanding the District will, before sanctioning the application, place himself in communication with the Quartermaster-General on the subject.

Camp allowance in Barracks.

829. If a portion of a Corps or Administrative Regiment be accommodated in Barracks, the allowance granted by para. **827** will be equally admissible for the men so lodged as for those under canvas.

Great coats.

830. The regulations respecting the loan of part worn great coats for the use of Guards and Pickets in camps, are contained in paras. **637** and **638.**

G.O.C.'s Report.

831. A List of Encampments during the Volunteer year ending on the 31st October, will, in accordance with para. **938,** be given in the Report of the General Officer Commanding on the Auxiliary Forces of his district.

II.—ENCAMPMENTS WITH REGULAR FORCES AND MILITIA.

Selection of Corps.

832. When Volunteers are permitted to join a Military Camp, the Secretary of State will select the Regiments or Corps which are to be allowed to join them.

WITH REGULAR FORCES AND MILITIA—cont[d].

Mutiny Act.

833. When Volunteers are assembled for training and exercise with the Militia and Regular Forces, the Mutiny Act and Articles of War will apply to the part of the Volunteer Force so assembled in the same manner that they apply, in pursuance of the Volunteer Act, 1863, to Volunteers on actual Military Service.

Period in Camp.

834. The period in Camp for each Corps will be for 8 or 15 days, including days of assembly and dismissal.

Reliefs.

835. When a Corps is to remain for 15 days there will be no objection to individual men relieving others on the eighth day (each man thus remaining six days in Camp, exclusive of the days of joining and leaving), provided the expense of relieving is borne by themselves or the Corps.

Volunteers to promise attendance in writing.

836. Every Volunteer who wishes to attend should be required to so state in writing, adding the number of days (viz., 8 or 15, as the case may be) for which he can do so.

837. Very great inconvenience and unnecessary trouble has been caused by Commanding Officers, in some cases, having applied for permission to send detachments consisting of a certain number of Volunteers without having first fully satisfied themselves of the wish and ability of such Volunteers to attend the Camp.

Correspondence.

838. The correspondence on this subject should be addressed direct to the Under Secretary of State, War Office, by Officers Commanding Administrative Battalions or Corps not forming part of Administrative Battalions. The Commanding Officer will notify that he has so applied to the General Officer Commanding the District.

Provisional Battalions.

839. Detachments of Administrative Battalions or Corps will be formed into provisional Battalions. The Field and Medical Officers, and Adjutants and Quartermasters of provisional Battalions formed from detachments of Corps, will be appointed by the Secretary of State. Only three Officers will be allowed to each Company.

Bands.

(*See* para. **414,** with reference to Bands.)

Travelling expenses.

840. The travelling expenses of the Volunteers between the railway station or steam-boat pier from which the Corps starts and the Camp will be borne by the public, and a Route, on W.O. Form 1677, will be issued. The Secretary of State will decide whether any part of the distance is to be performed by marching. No allowance will be granted for transport between the Head-Quarters of the Corps and the railway station or steam-boat pier.

841. The necessary arrangements with the railway companies for the journeys to and from the Camp will be made by the Quartermaster-General.

WITH REGULAR FORCES AND MILITIA—contd.

842. Routes will be issued by the Quartermaster-General, and transport for the regulated amount of baggage will be provided at the Camp.

843. The routes will be carefully preserved, and will be given to the Adjutant of the Corps, or of the Administrative Battalion to which the detachment belongs, as they, with the railway warrants, will be required as vouchers to his accounts.

844. The claim of each Corps for travelling expenses will be separately rendered at the termination of the encampment, on W.O. Form 1071, supported by the Route under which the Corps was ordered to proceed.

845. A sum of 10*s.* will be allowed to Corps for each Volunteer (all ranks) who remains eight days, of which six clear days are in Camp; and the sum of 1*l.* for each of those who remain fifteen days, of which thirteen clear days are in Camp. Camp allowance.

846. At the termination of the encampment a return of the numbers of Officers, Non-commissioned Officers, and men present for eight and 15 days respectively will be prepared, signed by the Officer Commanding the Corps and countersigned, in the case of an Administrative or Provisional Battalion, by the Officer Commanding the Battalion, and forwarded to the War Office, when an issue of the amount due will be made. Return of men present.

847. Officers will in addition receive the Army Field Allowance for the number of days they are in Camp, viz.:— Field allowance.

2*s.* 6*d.* a day for Field Officers and relative ranks.
1*s.* 6*d.* „ Captains „ „
1*s.* 0*d.* „ Subalterns „ „

848. Claims for Field Allowance will be sent to the War Office at the termination of the encampment on W.O. Form 103.

849. Such ammunition as is necessary will be issued gratuitously at the Camp. Ammunition.

850. The ordinary Commissariat ration will be supplied to all ranks, free of charge, on the scale fixed for the Regular troops. Vegetables, groceries, milk, and butter, will not be issued, but may be purchased, at the expense of the men, at markets which will be opened in the vicinity of the Camp. Rations.

851. Forage rations for horses of mounted Officers will be issued, free of charge, on the scale allowed for mounted Officers of the Line. If the Commanding Officer takes a second horse with him he will be allowed forage for it. No straw will be issued. Forage.

852. Fuel will be issued at the Army rates. Fuel.

853. Stationery cannot be issued at the public expense for Volunteers attending Camp, but may be provided out of the allowance of 10*s.* or 1*l.* a head granted by para. **845.** Stationery.

WITH REGULAR FORCES AND MILITIA—contd.

Suttler's cart.

854. A suttler's cart will be allowed within the precincts of the Camp for each Battalion. The cart must be procured by the Battalion, and may follow in rear of the column on the march.

Baggage.

855. Field Officers will be allowed 80 lbs. of baggage; Mounted Officers, not being Field Officers, 60 lbs.; other Officers, 40 lbs. In all cases the weights are inclusive of bedding, but not of cooking utensils, for which 22 lbs. will be allowed for every three Officers.

Camp equipage.

856. Camp equipage (including camp kettles, intrenching implements, and one blanket for each man) will be provided by the Ordnance Store Department and carried with the Regimental baggage. The following will be the proportion of tents, viz.: one bell tent for the Commanding Officer, one for two Field Officers, three for the Regimental Staff Officers, one for every three Officers of a Regiment, and one for the Staff Serjeants; one tent to every 12 Serjeants, Buglers, and Rank and File. Waterproof sheets will be issued in the proportion of one for each Staff Serjeant and eight for each tent for all other Non-commissioned Officers and Men.

857. Camp equipment and water-bottles (if required) will be demanded from the Ordnance Store Department at the Camp, by the Officers Commanding Battalions authorised to attend, or by Officers Commanding the Provisional Battalions into which detachments of Corps may be formed. The water bottles must be returned before the Volunteers leave the Camp. *See also* paras. **578** to **580.**

Great-coat.

858. Great-coats and straps will be supplied to the Volunteer Force on loan, and requisitions for the supply should be addressed to the Director of Clothing, Royal Army Clothing Depôt, Grosvenor Road, London, S.W. The great-coats and straps will be returned to store before the Volunteers leave the Camp, and the packages should be addressed "The Storekeeper, Royal Army Clothing Depôt, Grosvenor Road, London, S.W.," an invoice being sent separately by post to the Director of Clothing.

Valises, haversacks, &c.

859. Volunteers will bring with them mess tins and haversacks, as well as knapsacks, valises, or canvas bags (16 inches wide and 27 inches deep), and it is desirable that they be provided with a uniform fatigue jacket. The mess tins, haversacks, and canvas bags will be supplied, if applied for, on payment. Requisitions for the supply on prepayment of canvas bags or mess-tins will be sent to the Director of Clothing, Royal Army Clothing Depôt. Requisitions for haversacks, on prepayment, will be addressed to the local Ordnance Store Officer.

WITH REGULAR FORCES AND MILITIA—cont^d.

860. The articles to be carried in the knapsacks, valises, or canvas bags are limited to the following, viz.:—

	Weight. lbs.	ozs.
1 shirt - - - -	1	1½
1 pair of socks - - -	0	4½
Towel - - - -	0	8
Trowsers - - - -	1	11
Knife, fork, and spoon -	0	6½
Comb - - - -	0	0½
2 brushes - - - -	0	7
Box of grease or blacking -	0	4
Housewife - - -	0	3
Sponge - - - -	0	0½
Boots - - - -	3	3
Forage cap - - -	0	4
Jacket - - - -	1	7
Total - - -	9	12½

861. Horses of Officers of the Regimental Staff will be picketed in the field. Picketing implements will be provided by Government for each horse, and will be returned into store before the Officers leave the Camp. Picketing horses.

862. A private servant or groom may be taken by each Mounted Officer, and one servant for the Officers of each Company. Free rations and camp equipment will be given to authorised servants, who must conform to the rules of the Camp. Each servant will be allowed 20 lbs. of baggage. Officers' servants.

863. Standing Orders and Instructions will be issued to Commanding Officers of Battalions about to attend or to send Detachments to the Camp. Standing Orders and Instructions.

864. Camp rules will apply in all respects to the Volunteers. Camp rules.

865. The Volunteers will perform fatigue, cooking, and other camp duties. Fatigue duties.

866. A Line Serjeant and some private soldiers will be attached, if required, to each Battalion for the purpose of assisting the Volunteer Quartermasters in the returns, in pitching and striking tents, packing and unpacking tents, baggage arrangements, and other exceptional duties of camp life. Assistance to Quartermasters.

867. The official annual inspection of Corps will not take place at the camp (*see* latter part of para. **877**), but special reports will be made of the Corps that attend. Annual inspection and special reports.

868. Medical Officers will take with them their own professional instruments. They will be supplied with a "field companion" (a small portable medicine chest, to be carried by an orderly). The Medical Officer of a Battalion or Provisional Medical Officers.

WITH REGULAR FORCES AND MILITIA—cont^d.

Battalion will make requisition for the "Field Companion" on the Principal Medical Officer of the Camp. There will be no Regimental Hospitals attached to Battalions of Volunteers, but the Surgeons of Volunteers will act under the Principal Medical Officer of the Forces.

Quartermasters to precede Battalions.

869. Quartermasters and Quartermaster-Serjeants will precede their Battalions, in order to carry out, in conjunction with the local Commissariat and Ordnance Store Officers, such arrangements as may be necessary in regard to camp equipment and rations.

Report of arrival.

870. On the arrival of a Battalion or Provisional Battalion in Camp, the Commanding Officer will transmit to the Assistant Adjutant-General a report of his arrival, accompanied by a Marching-in State of the Battalion, for the information of the General Officer Commanding.

Report of departure.

871. When the Volunteers leave the camp the Commanding Officer will make a report of their departure (accompanied by a Marching-out State), in the same manner as he did of their arrival, and a Board of Officers will be assembled (of which an Officer of the Ordnance Store Department and the Quartermaster of the Battalion or Provisional Battalion will be members), for the purpose of assessing any damage done to the Camp Equipment beyond fair wear and tear.

Daily State.

872. The Commanding Officer of each Battalion will, at the conclusion of the encampment, transmit to the Under Secretary of State, War Office, for the information of the Secretary of State, on W.O. Form 861, a Daily State giving the numbers of Officers, Non-commissioned Officers and Men present on each day, and specifying the Corps to which they respectively belong.

Old tents for instruction.

873. Old tents for the instruction of Volunteers who may receive authority to join a Camp of Regular Forces or Militia, may be drawn from the local Ordnance Store Officer on loan.

SECTION 30.—INSPECTION.

874. At the commencement of each year the Lieutenant-Colonels of Cavalry districts will communicate with Commanding Officers of Light Horse and Mounted Rifle Volunteers in regard to dates of inspection, and will then themselves fix such dates as will not interfere with the periods decided on for the training and inspection of the Yeomanry, taking care to meet, as far as practicable the convenience of the several Corps. They will notify the dates fixed to the General Officers Commanding the respective Districts. Arrangements for Mounted Corps.

875. The arrangements for the inspection of Volunteers of the other arms of the Volunteer service will be made by General Officers Commanding Districts; the local convenience of Corps, both as regards time and place, will be consulted. Arrangements for other Arms.

876. The arrangements will be made sufficiently in advance, both for the convenience of the Inspecting Officer and for that of the Officers and members of Corps. When the date of inspection has been fixed, no change will be made unless under very exceptional circumstances. Convenience of Inspecting Officer and Corps to be consulted.

877. When a Brigade or Battalion of Volunteers is permitted to form a Regimental Camp of Exercise, the Annual Inspection will take place in Camp (*see* para. **819**), and in such case care must be taken to confine the Official Inspection to *one day*, so as not to interfere more than is necessary with the Company and Battalion drills. When it joins a Camp of Exercise in conjunction with the Regular or Militia Forces, the Inspection must not take place in Camp (*see* para. **867**). Inspections in Camp.

878. Each Corps of Volunteers will be inspected annually, and the presence of each man at the inspection (unless he shall have been enrolled subsequently to the date of inspection, or shall be absent on leave specially granted by the Commanding Officer or through sickness duly certified) is necessary to qualify him for efficiency, under Her Majesty's Order in Council. Presence of men at Inspection.

879. Officers and men should only apply for leave from the Annual Inspection when they have very special grounds for doing so. The Officer or man concerned must apply in writing to the Commanding Officer of the Corps, and must state the precise grounds for the application, and in case of sickness must transmit a medical certificate; if the reason assigned is not satisfactory, leave will be refused. Leave of absence.

880. The Field Officers of a Regiment must not be absent from Inspection without first having obtained leave from the General Officer Commanding the district. When Corps of Administrative Regiments are inspected at their own Head-Quarters, the Commanding Officers must obtain similar leave through the Ditto, Field Officers and Commanding Officers.

Officer Commanding the Regiment. In each case, reasons must be assigned for leave being required.

Hour for Inspection.

881. The parade for Inspection will be formed ready for the Inspecting Officer at such an hour as will give not less than two hours of daylight for the Inspection.

Two-thirds of Corps must be present.

882. Unless at least two-thirds of the Corps is on parade the Inspection will not take place, but must be postponed to a later date.

Administrative Regiments, in Battalion.

883. When an Administrative Regiment is inspected in Battalion, each Corps will bring with it to the Inspection the Muster Roll, the Record of attendance at Drill, and the Musketry Returns for the year preceding, as well as those of the current year. The Head-Quarters of the Corps, stationed at the place where the Battalion is assembled, will also be inspected, together with the magazine, armoury, and books.

Administrative Regiments, by Corps.

884. Corps in Administrative Regiments of Rifle Volunteers will as a rule be inspected every third year separately at their own Head-Quarters instead of in Battalion; but the Head-Quarters of each Corps will under any circumstances be inspected at least once in three years. If the Regiment has joined a Camp of Exercise with Regular and Militia Forces during the year, the Inspection will take place at the Head-Quarters of the respective Corps, should the Commanding Officer desire it.

Inspection of rifles.

885. Inspecting Officers will carefully inspect the rifles in store as well as those in the hands of the men.

Reconnoitring duties.

886. Inspectors of Auxiliary Cavalry will specially notice in their Inspection Reports how reconnoitring duties are performed by the several Corps of Light Horse and Mounted Rifle Volunteers.

Inspection not to be made during a Review or Brigade Drill.

887. The Inspection of a Corps or Regiment is a distinct duty, and must not be made during a Review or Brigade Drill; it may take place either before the commencement or after the close of the Review or Brigade Drill.

Aides-de-Camp.

888. No charge will be admitted on account of any Officer acting as Aide-de-Camp or Brigade-Major to the Inspecting Officer.

Reports and Returns.

[*See* paras. **929** to **937** for Inspection Reports and Returns.]

SECTION 31.—CORRESPONDENCE.

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889. All communications from the Volunteer Force to superior authority, except the correspondence of the Adjutant in his capacity as a Public Accountant, will be transmitted through the Commanding Officer of the Corps. Communications from Corps in an Administrative Regiment must also pass through the Officer Commanding such Regiment. *See also* para. **79** as to correspondence of Corps attached. To be transmitted through Commanding Officers.

890. Commanding Officers will communicate with General Officers commanding Districts upon the following subjects :— With Generals of Districts.

Appointments to be Field Officer or Captain.
Assemblies for Prize Shooting of two or more Corps unless belonging to the same Administrative Regiment.
Attachment of Officers to other Forces for Instruction.
Camps.
Discipline.
Drill.
Examination of Officers.
Guards of Honour.
Inspection of Regiments or Corps.
Promotion.
Reviews.
Stores and Commissariat Services.
Uniform, changes of.

891. In so doing, except as regards stores, they will address their correspondence as follows :— Channel of communication with General Officers.

(*a.*) Commanding Officers of Light Horse and Mounted Rifle Volunteers, to the Inspecting Officer of the Cavalry District; Commanding Officers of Artillery Volunteers, to the Officer Commanding Auxiliary Artillery in the District or Sub-District; Commanding Officers of Engineer, and Engineer and Railway Transport Volunteers, to the Commanding Royal Engineer of the District.

(*b.*) Commanding Officers of Rifle Volunteers (with the exception of Regiments and Corps belonging to Sub-District Brigades, Nos. 51, 52, 53, and 54, and those below mentioned belonging to No. 46) will communicate on the subjects above referred to with the Officers Commanding the respective Brigade Depôts.

(*c.*) Commanding Officers of the under-mentioned Regiments and Corps of Rifle Volunteers will address their correspondence as shown in the following table :—

Regiment or Corps.	Inspecting Officer.	Station.
1st London R.V.C. - -	Lieut.-Colonel Commanding Grenadier Guards.	Guards' Orderly Room, Horse Guards.
2nd " " - -		
3rd " " - -		
21st Middlesex R.V.C. - -		
50th " " (attached)		
26th " " - -		
49th " " - -		
4th Middlesex R.V.C. - -	Lieut.-Colonel Commanding Coldstream Guards.	
11th " " - -		
1st " " (attached)		
20th " " - -		
28th " " - -		
36th " " - -		
37th " " - -		
39th " " - -		
2nd Middlesex R.V.C. - -	Lieut.-Colonel Commanding Scots Guards.	
15th " " - -		
19th " " - -		
22nd " " - -		
23rd " " - -		
38th " " - -		
1st Administrative Battalion Tower Hamlets R.V. - -		
1st Tower Hamlets R.V.C. -		
26th Kent R.V.C. - -	Assistant Adjutant-General.	Woolwich.
4th " " (attached -		

Cavalry Districts.

[*See* para. **9** respecting correspondence of Lieutenant-Colonels of Cavalry Districts.]

Stores and Commissariat.

892. In the case of Stores, Commanding Officers will correspond as prescribed in paras. **467** and **468**; in that of Commissariat Services or Allowances all communications will be addressed to the District Commissary-General.

Commanding Royal Engineer.

893. Commanding Officers will communicate with the Commanding Royal Engineer of the District on all questions affecting the construction or maintenance of buildings, lands, rifle ranges, parades, or exercising grounds, belonging to or hired by the War Department, and in the occupation of the Corps under their command. Requisitions for ordinary and current repairs will be made out on W.O. Form 1485, and may be forwarded without any covering letter.

894. Correspondence on questions relating to the construction and maintenance of batteries of Artillery Volunteers will be transmitted to the Commanding Royal Engineer through the Officer Commanding Auxiliary Artillery in the Sub-District. The latter officer, in forwarding such correspondence, will make such recommendations or observations as he may have to offer.

Officers Commanding Auxiliary Artillery.

895. The Officer Commanding the Auxiliary Artillery in a Sub-District will send his correspondence regarding stores and

armaments, and on questions of discipline affecting Non-commissioned Officers of Royal Artillery on the District Staff, through the Officer Commanding Royal Artillery, but on all other matters of detail he will correspond with the Assistant Adjutant-General of the District.

896. The correspondence of the Auxiliary Artillery will be kept in the office of the Officer Commanding the Auxiliary Artillery in the Sub-District, and will not be mixed up with that of the Royal Artillery.

897. Letters from Officers Commanding Royal Artillery to Officers Commanding Artillery Volunteers, concerning any changes in their stores and armaments, will be addressed to the care of the Officer Commanding the Auxiliary Artillery of the Sub-District, for his information, and to be forwarded at once.

898. Commanding Officers will address their correspondence with Lords-Lieutenants of Counties, in reference to the selection of Candidates for First Appointments as Subalterns, to Clerks of Lieutenancy. With Lords-Lieutenant.

899. Correspondence upon *all* subjects not enumerated in paras. **890, 893, 894,** and **898,** will be addressed by Commanding Officers of Volunteers direct to the Under Secretary of State, War Office, London, S.W. With War Office.

900. General Officers Commanding Districts will address their correspondence with the War Office on matters relating to the Volunteer Force to the Adjutant-General of the Forces, with the words "Auxiliary Forces" in the corner of the cover.

901. Adjutants of Volunteers will address their correspondence in their capacity as Public Accountants direct to the Financial Secretary, War Office, London, S.W.

902. Communications addressed to the Commanding Officer, and marked "Confidential" on the outside of the cover, will not be opened by the Adjutant or any other member of the Permanent Staff, but will be sent to the private address of the Commanding Officer. Confidential letters.

903. Official letters will contain full information of all particulars upon the subject to which they relate, and will be headed thus :— Details as to mode of correspondence.

From _____ *

To _____

904. Each letter will refer to one subject only, and in Administrative Regiments the correspondence relating to appointment or promotion of Officers of more than one Corps must not be included in the same letter.

905. The paragraphs will be numbered, and the enclosures, if any, described in the margin, or in a separate schedule. As a general rule, short communications may be written on a half sheet ;

* Here insert Rank, Name, and Corps.
† Here state Officer or Head of Department addressed.

but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures will be avoided, and when additional papers are forwarded, all blank fly-leaves will be removed from them.

906. The rank and the authorised designation of the corps of Officers will in all cases be added after their signatures. When a communication has any reference to previous correspondence from the War Office, the registered number, date, and purport of the former papers will be quoted.

907. Communications addressed to the War Office by the Commanding Officer or Adjutant, will be written in duplicate on foolscap paper, and upon half-margin, the right half-margin of the letter being left blank to admit of the reply being made thereon. At the top of the first page the subject of the communication will be briefly stated; and if the communication is submitted through the Lieutenant-Colonel of the Sub-District and the General Officer Commanding the District, proper space will be left for their observations so that the right half-margin may be blank when the letter reaches the War Office. The word "Volunteers" will be written or printed on the left-hand top corner of the envelope.

War Office letters to be filed.

908. Any letter addressed from the War Office will (unless directions to the contrary be contained in it) be retained and filed by the Officer to whom it is addressed, and any reply necessary will form the subject of another letter.

Postage and stationery.

[*See* paras. **693** to **697** for the Regulations respecting postage and stationery allowance.]

SECTION 32.—WAR OFFICE FORMS AND BOOKS.

909. Lists of the War Office Forms and Books supplied to Volunteer Corps at the public expense are given in the Appendix, pp. 206 and 207. They will be demanded on W.O. Form 1637. Lists of.

910. Books, on prepayment, for Volunteer Corps (*see* List in the Appendix, p. 208) will be demanded on W.O. Form 1636 in duplicate annually. W.O. Books on prepayment.

911. Requisitions for Forms and Books for Volunteer Corps will be made annually on 1st November in each year, and will be addressed direct to the War Office. In Administrative Regiments requisitions will be made only by the Officer Commanding the Regiment. Requisitions.

912. The demands for Forms will be based upon the consumption during the past twelve months, as shown in Column 4 of the Demand Forms above quoted, the quantities of each form in possession at the date of making the demand being taken into consideration.

913. It is considered that careful attention to these instructions will render intermediate requisitions unnecessary, and at the same time prevent an accumulation of Forms.

914. Any W.O. Form not included in the Requisition, a supply of which, from exceptional causes, may be thought requisite, will be specially demanded in manuscript, and the W.O. Number stated. Special Forms.

915. Any Forms which do not bear W.O. Numbers, but of which a supply from exceptional causes is deemed requisite, will not be demanded on the Annual Requisition, but on a separate document, and specimens of each Form, numbered consecutively to agree with the demand, will accompany it.

916. The utmost care and economy will be observed in the use of all Forms supplied by the War Office, and no Forms except those actually required for use during the year will be demanded. Economy in use of Forms.

SECTION 33.—MILITARY BOOKS.

Books of Instruction.

917. The following works will be used in conducting the instruction of Volunteers :—

Regulations for the Instruction, Formations, and Movements of Cavalry (*see also* para. **919**).

Instructions for the guidance of Auxiliary Cavalry in Reconnoitring Duties, &c.

Manual of Artillery Exercises.

Instruction in Military Engineering.

Manual of Elementary Field Engineering.

Field Exercises and Evolutions of Infantry (*see also* para. **920**).

Rifle Exercises and Musketry Instruction (*see also* paras. **793** and **794**).

918. Copies of the above-mentioned books are supplied gratuitously for the use of Commanding Officers and Adjutants concerned. Copies of the Queen's Regulations and Mutiny Act may be purchased out of the Stationery or Capitation allowances.

Cavalry Regulations.

919. The drill and manœuvres laid down in the following sections of Cavalry Regulations, 1876, will not be practised by Light Horse or Mounted Rifle Volunteers :—

Page 121. Marches from centre to front and rear in double columns of sections.

Page 126. Formations to the rear.

Page 127. Section 16 (counter-march or reversing the front of the squadron).

Page 148. "The formation of close column."

Page 196, para. 24. "Rank past by sections."

Page 198, para. 29. "Canter past by squadrons."

Movements from Line.

Page 205, No. 5. "Change front, half right on the second squadron."

Page 210, No. 10. "Advance in column of troops from the right of the third squadron."

Page 220, No. 17 (Nos. 1 and 2). "Advance in column of troops from the right of wings."

"Advance in double column from the centre of wings."

Page 228. (Movements from quarter-column.) No. 4, "Countermarch by squadrons."

Field Exercise Book.

920. The following modifications in the book of "Field Exercise and Evolutions of Infantry, 1877," are authorised in the case of the Volunteer Force :—

All orders contained in the Field Exercise for the guidance of troops carrying the short Snider rifle are applicable to Volunteers, although armed with the long rifle.

It is not necessary that the Volunteers should be instructed in the slow step.

When a Corps of the strength of a Company or a Subdivision is drawn up by itself in line at open order to receive an Inspecting Officer, the position of the Commandant is six paces in front of the centre. This is also his post when the ranks are closed, as well as when the Corps is marching past the Inspecting Officer.

Reconnoitring.

921. A memorandum, dated 25th October 1877, relative to the training of troops of Auxiliary Cavalry in the duties of Cavalry reconnoitring an enemy has been issued for the guidance of Officers commanding Light Horse and Mounted Rifle Volunteer Corps.

Supply on pre-payment.

922. An Officer of the Volunteer Force will be allowed to obtain one copy of any of the under-mentioned books at cost price, under the following regulations.

923. The Officer will pay to the local Paymaster the price of the book as stated below, and then forward to the Assistant Quartermaster-General, Intelligence Branch, Horse Guards, War Office, an application for the book, the application being accompanied by the local Paymaster's receipt for the amount. Books applied for before the 25th of each month will be issued at the commencement of the ensuing month. The charge for postage is included in the prices given.

Cavalry.

	s.	d.
Instructions in the Duties of Cavalry, Reconnoitring an Enemy, Marches, Outposts, and Reconnaissance of a Country, for the use of Auxiliary Cavalry - - - - -	1	9
Sword, Carbine, Pistol, and Lance Exercises, &c. - -	0	9
Trumpet and Bugle Sounds for Mounted Services and Garrison Artillery - - - - - - -	1	1

Artillery.

	s.	d.
Ammunition: A descriptive Treatise on the different Projectiles, &c. Part II., Ammunition for Rifled Ordnance - -	2	0
Handbook, 64-pr. R.M.L. Converted Gun of 58 cwt. -	5*d.* each, or 1*s.* 6*d.* the set of four.	
" 16-pr. R.M.L. Gun of 12 cwt. - -		
" 9-pr. " 8 " - -		
" 40-pr. B.L. Gun - - - -		
Manual of Artillery Exercises, 1873. Pocket Edition - -	1	2
Manual and Firing Exercises for the Snider Breech-Loading Artillery Carbine - - - - - -	0	2

Engineers.

	s.	d.
Instructions in Military Engineering, Vol. I., Part III. Revised Edition—"Military Bridges" - - - for Officers - -	2	9
for N.C.O. and Men -	1	0

	s.	d.
Infantry.		
Field Exercises and Evolutions of Infantry. Pocket Edition -	0	9
Infantry Sword Exercise. Revised Edition - - -	0	5
Rifle Exercises and Musketry Instruction - - -	0	9
Miscellaneous.		
Priced Vocabulary of Stores, 1875 - - - -	3	2
Queen's Regulations, 1873. Pocket Edition - - -	0	10
Regulations and Instructions for Encampments - - -	0	5
Rules of the War Game - - - - -	1	6
Transport of Sick and Wounded Troops: A Treatise on, by Deputy Inspector-General T. Longmore, C.B. - -	4	0

924. Any Non-commissioned Officer or man belonging to an Engineer Volunteer Corps will be allowed to purchase one copy of the Instructions in Military Engineering, Vol. I., Part III., Revised Edition, "Military Bridges," at the reduced price of 1*s.* Application will be made in the mode pointed out in **para. 923,** the application being countersigned by the Commanding Officer of the Corps.

SECTION 34.—REPORTS AND RETURNS.

I.—Special Reports.
II.—Inspection Reports and Returns.
III.—Annual Report from General Officer Commanding.
IV.—Quarterly Return and Adjutant's Diary.
V.—Annual Returns and Nominal Rolls.
VI.—Schedule of Returns to be rendered.

I.—SPECIAL REPORTS.

On visiting stations of Regular Troops.

925. When an Administrative Regiment or Corps of Volunteers enters a town in which Troops are quartered, or which is the Head-Quarters of a Brigade Sub-District, the Officer Commanding will report his arrival to the Officer Commanding the Troops or Brigade Depôt, furnishing him with a field state of the Regiment or Corps.

926. If the Administrative Regiment or Corps remains for more than one day in such town, the Officer Commanding will also furnish such reports and returns as may be called for by the Officer Commanding the Troops or Brigade Depôt, and, on leaving, a marching-out State.

Guards of Honour, &c.

927. When any Administrative Regiment or Corps of Light Horse, Artillery, Engineer, or Mounted Rifle Volunteers, having its head-quarters in a town in which Troops are quartered, or which is also the head-quarters of a Brigade Sub-District, has—

(*a.*) Furnished a Guard of Honour or Escort;
(*b.*) Obtained authority through the prescribed channel to furnish a Guard of Honour or Escort;
(*c.*) Obtained authority to take part in a public procession or ceremony [under para. **435**];

the Commanding Officer will report the fact to the Officer Commanding the Troops or the Brigade Depôt.

Artillery salutes.

928. The Officer Commanding an Administrative Brigade or Corps of Artillery Volunteers so circumstanced will make a similar report when he has obtained authority (under para. **438**) to fire a salute.

II.—INSPECTION REPORTS AND RETURNS.

Corps not in Administrative Regiments.

929. The Commanding Officer of a Volunteer Corps not forming part of an Administrative Regiment, will fill up and forward to the Inspecting Officer as soon as possible after the Inspection—

(*a.*) An Inspection Report, on W.O. Form 1614.
(*b.*) An Inspection Return, on W.O. Form 1616.
(*c.*) A Return of Officers on W.O. Form 1478, and
(*d.*) A Nominal Roll of Officers and Men absent from Inspection with leave, on W.O. Form 1624.

INSPECTION REPORTS AND RETURNS—contd.

Corps in Administrative Regiments.

930. The Commanding Officer of a Corps forming part of an Administrative Regiment will, as soon as possible after the Inspection, make out the documents (*b*), (*c*), and (*d*) only, mentioned in the preceding paragraph. He will forward them to the Officer Commanding the Administrative Regiment, who will transmit them to the Inspecting Officer as soon as possible, together with his own Inspection Report on W.O. Form 1614, and a Return on W.O. Form 1478, as regards the Officers of the Staff.

Return of Officers.

931. The Return (*c*) on W.O. Form 1478 will show the dates of the appointments of the Officers, whether they hold certificates of proficiency, and if not, whether they are exempted by previous service in the Regular Forces from obtaining such certificates. In the case of Combatant Officers or Quartermasters who have failed to obtain certificates within the prescribed time, the Return will contain a statement of the reasons which have prevented their doing so. The Return will include the Non-Combatant as well as the Combatant Officers.

Nominal Roll.

932. The Nominal Roll (*d.*) [on W.O. Form 1624] will contain the names of all Officers and men of the Corps who have applied for and obtained leave to be absent from Inspection, stating in each case the cause of absence, and specifying whether they were present at the Inspection of the previous year. Any other men who may be absent will be returned as "absent without leave," unless they shall have furnished medical certificates. The Commanding Officer of the Corps will be required to afford an explanation, if there should be a bad muster.

Inspecting Officer's Report.

933. The Report of the Inspecting Officer will be made out on W.O. Form 1598, but any remarks which he may have to make on the subject of the certificates of proficiency of Officers, will be made on the Returns mentioned in paragraph **931** (W.O. Form 1478), and will not be included in the general remarks in his Confidential Report.

Parade State.

934. The following form of Inspection Parade State will be given to the Inspecting Officer on parade :—

WAR OFFICE FORM 1625.

——	Officers.	Serjeants.	Band and Buglers or Trumpeters.	Rank and File.	Total.
Present on Parade - - -					
Absent { with leave - - -					
Absent { without leave - -					
Total enrolled strength -					
Attached by authority -					

INSPECTION REPORTS AND RETURNS—contd.

935. Blank Forms of Inspection Reports and Returns will be supplied to the Commanding Officers by the Inspecting Officer. Blank Forms.

936. Inspecting Officers will forward to the War Office through the General Officers Commanding Districts the Inspection Reports and Returns, as soon as possible after the Inspection in each case, and will, at the same time, transmit a copy of any remarks they may have addressed to the Commanding Officer in writing after the Inspection. No delay in forwarding Reports.

937. Officers Commanding Administrative Regiments or Corps of Volunteers will understand that the observations made by the Officer Commanding in Chief on the Annual Inspection Reports are confidential, and they will in no case be published in Regimental Orders, nor will copies be furnished to any person whatever, whether a member of the Corps or otherwise. Observations of Commander-in-Chief.

III.—ANNUAL REPORT FROM GENERAL OFFICERS COMMANDING.

938. As soon as the Annual Inspections are concluded, the General Officers Commanding will forward a report (on W.O. Form 663) upon the state of the Volunteer Force, accompanied by any suggestions of a general character which they may wish to make, or in regard to particular Administrative Regiments or Corps—if they have not been included in the Inspection Reports. A summary of the observations in the Inspection Reports is not required. This Report will invariably be transmitted to the War Office before the end of November. A list will also be furnished of all Brigade Field Days and Encampments that have taken place in the District, with the number of Volunteers present on each occasion. Report on Annual Inspection.

939. Officers Commanding the Auxiliary Artillery of Sub-Districts will forward any special observations they may wish to make on the Auxiliary Artillery of the Sub-District, with a view to the preparation of the above-mentioned Report from the General Officer Commanding, to the Assistant Adjutant-General of the District, under cover to the Officer Commanding Royal Artillery, who will forward the same without delay. Auxiliary Artillery.

IV.—QUARTERLY RETURN AND ADJUTANT'S DIARY.

940. The Quarterly Return and Adjutant's Diary (W.O. Form 1612), prepared by the Adjutant in accordance with para. **136,** will be certified by the Commanding Officer, and will, whenever practicable, be transmitted punctually on the first day of the quarter to the General Officer Commanding the District through the proper channel, in accordance with para. **138.** Date for forwarding.

941. In order, however, to prevent any delay in the completion of District or Sub-District Returns, Adjutants of Volunteers will, on the last day of each quarter, send to the Officers to whom their returns are respectively due, a detailed statement of strength, on W. O. Form 1584. Statement of strength.

QUARTERLY RETURN AND ADJUTANT'S DIARY—contd.

Administrative Regiments and attached Corps.

942. Officers commanding Corps of Volunteers forming part of Administrative Regiments, or attached to Administrative Regiments or Corps under para. **76,** will furnish the Adjutants concerned with the necessary information in regard to their enrolled strength, &c., seven days before the expiration of each quarter.

Annual abstract of Diaries.

943. General Officers Commanding will also, as soon as possible after the 1st of April in each year, compile from the Quarterly Returns and Adjutant's Diaries of the various Corps and Administrative Regiments of Volunteers in their respective Districts, a return (W.O. Form 1594) showing the duties performed by the several Adjutants of Volunteers in the District during the preceding financial year ending 31st of March.

V.—ANNUAL RETURNS AND NOMINAL ROLLS.

Forwarded to War Office.

944. The Officer Commanding a Volunteer Corps will each year on 1st November, or as soon after as possible, forward to the Secretary of State an "Annual Return" (W.O. Form 1631), and a "Nominal Roll" (W.O. Form 1613) of persons enrolled and serving in the Corps on the 1st November, together with a statement (on W.O. Form 1600) of the allowances due to the Corps for the year. In the case of Corps forming part of an Administrative Regiment, the Officer Commanding will forward these documents through the Officer Commanding the Administrative Regiment, who will transmit them direct to the Under Secretary of State, War Office, for the information of the Secretary of State, forwarding at the same time the following returns relating to the staff of the Administrative Regiment, viz., an Annual Return (W.O. Form 654), and a Statement of Allowances due (W.O. Form 1601). The necessary Forms will be supplied from the War Office without requisition.

Punctuality.

945. Great inconvenience to the public service is caused by Commanding Officers failing to render these Returns punctually. In cases where they have not been rendered in proper time, the Secretary of State will have to consider the propriety of withholding such capitation grant as the Corps may have earned during the year.

Duplicates to General Officers.

946. Duplicates of the Annual Returns (W.O. Forms 1631 for Corps and 654 for Staff of Administrative Regiments) will be forwarded by Officers Commanding on 1st November, or as soon after as possible, through the proper channel to the General Officer commanding the District.

Administrative Regiments.

947. Officers of the Staff of Administrative Regiments who also hold appointments in Corps forming part of such Regiments, will (except in the case of Surgeons on the Staff holding Commissions as *Honorary* Assistant-Surgeons of Corps appointed under previous Regulations) be included in the Annual Returns

of their Corps, and not in those of the Staff. The same rule will be followed with regard to Serjeants on the establishment of a Volunteer Corps acting as Staff Serjeants of the Administrative Regiment under para. **385**.

948. The Staff Return (W.O. Form 654) will contain the names of all Officers of the Staff, with the exception of Honorary Officers, and of those Officers who hold appointments in any of the Corps composing the Administrative Regiment. The Serjeant-Instructors on the Permanent Staff will also be included, but the Returns will not include any Non-commissioned Officers of Royal Artillery, Royal Engineers, or Militia, employed as temporary Drill Instructors.

949. Only Volunteers to whom Certificates of Efficiency have been granted, and Officers and Trumpeters or Buglers qualified under para. **673** and **674** will be returned in the Lists of Efficients in the Annual Returns. List of Efficients.

950. Particular attention is drawn to para. **27**, in regard to the enrolment of Supernumeraries. Capitation allowances will be refused on account of any Supernumerary Members enrolled without authority who may be returned as efficient. Supernumeraries.

951. The summary at the end of the Nominal Roll should correspond with the Abstract of Numbers given in the Annual Return of Efficients, Non-Efficients, and Total Enrolled. Summary.

952. When the Annual Return has been checked at the War Office by the Nominal Roll, the latter will be forwarded to the Clerk of Lieutenancy, to be by him retained for the information of the Lord-Lieutenant. Nominal Roll.

953.—SCHEDULE of RETURNS to be rendered.

Nature of Return.	By whom rendered.	To whom sent.	When due.	Form.
Annual Return of Corps - -	Commanding Officers of Corps* -	One copy direct to the Under Secretary of State.	1st November.	No. 1631.
Annual Return Staff of Administrative Regiments.	Commanding Officers of Administrative Regiments.	One copy (through the proper channel) to the General Officer Commanding.		No. 654.
Nominal Roll of Efficients and Non-Efficients.	Commanding Officers of Corps* -	One copy direct to the Under Secretary of State.		No. 1613.
Statement of Capitation Allowances for Corps.	Commanding Officers of Corps* -			No. 1600.
Statement of Capitation Allowances for Staff of Administrative Regiments.	Commanding Officers of Administrative Regiments.			No. 1601.
Adjutant's Quarterly Return and Diary (in duplicate).	Adjutants, through their Commanding Officers.	General Officer Commanding -	1st January. 1st April. 1st July. 1st October.	No. 1612.
Return of duties performed by Adjutants during the financial year.	General Officers Commanding -	Adjutant-General - -	In April.	No. 1594.
Quarterly Return of Instruction and Armament of Artillery Volunteer Batteries.	Officers Commanding Royal Artillery in the Military Districts.	Secretary of State for War, through the Adjutant-General.	1st January. 1st April. 1st July. 1st October.	No. 1640.
Quarterly Report of Artillery Practice.	Commanding Officers of Corps.*	Officers Commanding Royal Artillery in the Military Districts.	1st January. 1st April. 1st July. 1st October.	No. 936.
Annual Return of State of Volunteer Batteries.	Commanding Royal Engineers of Districts.	Director of Works - -	1st April.	No. 1633.

* In the case of Administrative Regiments to be forwarded through the Field Officer Commanding.

SECTION 35.—CADET CORPS.

954. Cadet Corps are formed of youths of twelve years of age and upwards, and are attached to a Volunteer Corps or Administrative Regiment. Formation of.

955. Proposals for forming Cadet Corps will be addressed to the Under Secretary of State, War Office, through the Commanding Officer of the Volunteer Corps or Administrative Regiment to which it is intended that the Cadet Corps should be attached. In each application the proposed strength of the Corps will be stated.

956. An Establishment is allotted to every Cadet Corps on its formation. Establishment.

957. Cadet Corps are not allowed to bear special designations, and must be described as "Cadet Corps attached to " Volunteer Corps or Administrative Regiment." Designations.

958. The members of a Cadet Corps are not enrolled for service, and will not be required to take the Oath of Allegiance. Not to take oath.

959. One Honorary Officer is appointed to each Cadet Corps. The Officer Commanding the Corps or Administrative Regiment to which the Cadet Corps is attached will submit to the Secretary of State, in a letter addressed to the Under Secretary of State, War Office, the name of a candidate (who must be an adult) for appointment. This Officer will in no case be granted a higher rank than that of Captain, and in the event of the Corps being attached to a Volunteer Corps commanded by a Subaltern, he will only hold a commission as Subaltern, although the establishment of the Cadet Corps may consist of a Company or upwards. An Officer of the Administrative Regiment or Corps may also hold this honorary appointment. Officers.

960. The Commanding Officer of the Cadet Corps may appoint Acting Subalterns not exceeding the number allowed to Rifle Volunteer Corps.

961. Cadet Corps must wear the same uniform as the Corps or Administrative Regiment to which they are attached, unless an exception to this rule be specially sanctioned by the Secretary of State on the recommendation of the Officer Commanding such Corps or Administrative Regiment. Uniform.

962. Cadet Corps will not fire in military formation unless they have been inspected and pronounced qualified to do so by the Adjutant of the Corps or Administrative Regiment to which they are attached. Firing in military formation.

963. Cadet Corps are expected to provide their own arms for drill purposes, but for members who are of sufficient age to carry on rifle practice, Government arms are issued in the proportion of 20 per cent. of such members. Arms.

Ammunition.

964. For Members of Cadet Corps who are of sufficient age to carry on Rifle Practice, Ammunition is supplied on prepayment in the proportion laid down in para. **531.**

Requisition for Ammunition.

965. In making requisition to the local Commissary of Ordnance for Ammunition for Rifle Practice, the Officer Commanding the Corps or Administrative Regiment to which the Cadet Corps is attached must state the number of Cadets who are of sufficient age to carry on Rifle Practice, whether they have the use of an approved Rifle Range, and also certify that a proper place has been provided for the safe storage of the Ammunition, and the services of a proper Custodian secured.

966. On receipt of a requisition for Ammunition, the Commissary by whom the issue will be made will instruct the Officer Commanding as to the amount to be paid, and the local Paymaster by whom it is to be received, and on the last-named Officer apprising the Commissary of the receipt of the money, the required issue will be made.

Guns.

967. Guns will not be supplied for the purpose of training Cadet Corps as Artillery.

Books.

968. Military Books may be supplied to Officers Commanding Cadet Corps under the rule laid down in paras. **923.**

Instructors.

969. Serjeant-Instructors will not be appointed to Cadet Corps at the public expense, but a Serjeant-Instructor of a Corps or Administrative Regiment may be employed in drilling a Cadet Corps attached to such Corps or Regiment.

Cloth.

970. Cloth will be supplied to Volunteer Corps for Cadet Corps formed and attached to them by War Office authority, under the regulations as to requisition and payment laid down for the supply of cloth for enrolled Volunteers.

APPENDIX

TO THE

VOLUNTEER REGULATIONS, 1878.

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THE STATUTE LAW RELATING TO THE VOLUNTEER FORCE.*

N.B.—In referring to any part of the Statute Law in correspondence care should be taken to quote the particular Act and section from which it is taken, as shown at the commencement of each section.

Part I.—Organization of the Volunteer Force.

Acceptance of Service.†

Power to the Crown to accept services.

[Vol. Act, 1863, s. 2.]—It shall be lawful for Her Majesty to accept the services of any persons desiring to be formed into a volunteer corps and offering their services to Her Majesty.

On such acceptance the proposed corps shall be deemed lawfully formed as a corps of the county.

Permanent Staff.†

Power to the Crown to form a permanent staff.

[Vol. Act, 1863, s. 3.]—Her Majesty may from time to time constitute for any volunteer corps a permanent staff, consisting of an adjutant commissioned by Her Majesty, and of so many serjeant instructors as may seem fit, engaged and attested (according to regulations) for a period not exceeding five years, or of such an adjutant, or of such serjeant instructors, alone.

For these purposes all such adjutants shall be deemed officers of the respective corps, and all such serjeant instructors shall be deemed to belong to the respective corps, on the permanent staff whereof they serve, and shall be deemed respectively officers and non-commissioned officers of the volunteer permanent staff; but nothing shall be taken to exempt any officer or non-commissioned officer of the permanent staff of a volunteer corps from being subject to the orders of the officers of the corps, according to their rank and the laws and usages of Her Majesty's forces.

If any non-commissioned officer of the volunteer permanent staff enrols himself as a volunteer or substitute in the militia, or is attested to serve on the permanent staff thereof, or enlists in Her Majesty's army, he may be tried and punished as a deserter; or, if he confesses his desertion, one of Her Majesty's Principal Secretaries of State, instead of causing him to be tried and punished as a deserter, may, if it seems fit, cause him, in any such case, to be returned to his service on the volunteer permanent staff, and to be there put under stoppages until he has repaid the amount of any bounty received by him, and the expenses attending his enrolment, attestation, or enlistment,—or in case of enlistment in Her Majesty's army, may cause him to be held to his service in Her Majesty's army, with a direction, if it seems fit, that his time of service therein shall not be reckoned for pension until the time when his engagement on the volunteer permanent staff would have expired.

* The Volunteer Acts, 1863 and 1869 (viz., 26 & 27 Vict. c. 65. and 32 & 33 Vict. c. 81.), and The Regulation of the Forces Act, 1871 (34 & 35 Vict. c. 86.)

† It was held in Humphrey *v.* Bethel, 1 L. R. (C. B.) 216, that the provisions of these Statutes do not apply to the Yeomanry Corps.

Any non-commissioned officer of the volunteer permanent staff so enrolling himself, being attested, or enlisting, shall, nevertheless, be liable to deliver up in good order, fair wear and tear only excepted, all arms, clothing, and appointments issued to him as a non-commissioned officer of the volunteer permanent staff; and in case of his being either returned to his service on the volunteer permanent staff, or held to his service in Her Majesty's army, one of Her Majesty's Principal Secretaries of State may, if it seems fit, cause him to be put under stoppages until he has repaid the value of any such arms, clothing, or appointments not so delivered up.

Officers and Volunteers.

Officers' commissions.

[Vol. Act, 1863, s. 4.]—Every volunteer corps shall (except as to the officers of the permanent staff thereof) be officered by persons appointed with Her Majesty's approval, and commissioned to the corps.

[Reg. of the Forces Act, 1871, s. 6.]—Commissions or first appointments to the rank of lieutenants in any corps of volunteers shall be given to persons recommended by the lieutenants of the county to which such corps belongs if a person approved by Her Majesty is recommended for any such commission or appointment by such lieutenant within thirty days after notice of a vacancy for such commission or appointment has been given to such lieutenant by the said Secretary of State by letter addressed to him by post.

Rank of officers.

[Vol. Act, 1863, s. 5.]—Officers of the volunteer force shall rank with officers of Her Majesty's regular and militia forces as the youngest of their respective ranks, and shall rank with officers of the yeomanry force according to the rank and date of their respective commissions in the respective forces.

As to command of volunteer officers over other forces.

Officers of the volunteer force, when not on actual military service, shall not be entitled to exercise any military command over any of Her Majesty's other forces, and when on actual military service shall not be entitled to exercise any such command otherwise than as may be from time to time prescribed by the Mutiny Act or Articles of War.

As to members of H. C. accepting commissions.

The acceptance of a commission in the volunteer force by a member of the Commons House of Parliament shall not render his seat vacant.

Oath to be taken as in schedule.

[Vol. Act, 1863, s. 6.]—Every officer shall, on receiving his commission, and every volunteer shall, on his enrolment in the muster roll of his corps, or in either case as soon afterwards as may be, take the oath set forth in the schedule to be administered by the lieutenant of the county to which the corps belongs, or by a deputy lieutenant or justice of the peace for the county, or by an officer of the corps who has taken such oath.

Power for volunteer to quit his corps on conditions herein stated.

[Vol. Act, 1863, s. 7.]—Any volunteer may, except when on actual military service, quit his corps on complying with the following conditions; namely,—

(1.) Giving to the commanding officer of his corps fourteen days notice in writing of his intention to quit the corps:

(2.) Delivering up in good order, fair wear and tear only excepted, all arms, clothing, and appointments, being public property, or property of his corps, issued to him:

(3.) Paying all money due or becoming due by him, under the rules of his corps, either before or at the time or by reason of his quitting it:

and thereupon he shall be struck out of the muster roll of the corps by the commanding officer.

If any volunteer gives such notice, and the commanding officer refuses to strike him out of the muster roll, and the volunteer considers himself aggrieved thereby, the volunteer may appeal to two justices of the peace for the county to which the corps belongs, usually acting within the petty sessional division in which the head quarters of the corps are situate, and not being members of the corps, who shall hear and determine the appeal, and may, for the purposes thereof, administer oaths and examine any person as a witness; and if it appears to such justices that the arms, clothing, and appointments issued to the volunteer, being public property or property of his corps, have been delivered up in good order (fair wear and tear only excepted), or that he has paid or is ready to pay sufficient compensation for any damage that such articles may have sustained, and that all money due or becoming due by him under the rules of his corps, either before or at the time or by reason of his quitting it, has been paid, such justices may order the commanding officer forthwith to strike such volunteer out of the muster roll of his corps, and their determination shall be binding on all persons.

As to discharge of volunteer taking service in militia or army.

[Vol. Act, 1863, s. 8.]—If any volunteer enrols himself as a volunteer or substitute in the militia, or is attested to serve on the permanent staff thereof, or enlist in Her Majesty's army, he shall be deemed discharged from the volunteer force, and the commanding officer of his corps shall srike him out of the muster roll thereof.

He shall nevertheless be liable to deliver up in good order, fair wear and tear only excepted, all arms, clothing, and appointments, being public property or property of his corps, issued to him, and to pay all money due or becoming due by him, under the rules of his corps, either before or at the time or by reason of his discharge. If such arms, clothing, and appointments are not so delivered up by him, or such money is not paid by him, then, without prejudice to any proceeding or remedy against him, he may, under an order of one of Her Majesty's Principal Secretaries of State, if it seems fit, be put under stoppages out of any bounty or pay receivable by him, or both, until the value of such arms, clothing, or appointments not so delivered up, or such money (as the case may be), is fully paid.

General Command.

Power to the Crown to put volunteers under command of general or field officers.

[Vol. Act, 1863, s. 9.]—Whenever any volunteers are on actual military service, or are undergoing inspection, or are voluntarily doing any military duty, Her Majesty may put them and their officers under the command of such general or field officers of Her Majesty's army, senior in rank to every officer of the volunteer force to be so put under their command, as Her Majesty may appoint or designate; but so, nevertheless, that the volunteers put under such command shall be led by their own officers under such command.

Inspection.

Annual inspection.

[Vol. Act, 1863, s. 10.]—An annual inspection of every volunteer corps shall be held by a general or field officer of Her Majesty's army.

Efficiency.

Requisites of efficiency to be declared by Order in Council.

[Vol. Act, 1863, s. 11.]—Her Majesty in Council may from time to time declare what is requisite to entitle a volunteer to be deemed an efficient volunteer, by an Order in Council defining, for that purpose, the extent of attendance at drill to be given by the volunteer, and the course of instruc-

tion to be gone through by him, and the degree of proficiency in drill and instruction to be attained by him and his corps, such proficiency to be judged of by the inspecting officer at the annual inspection of the corps, or otherwise, as by Order in Council is from time to time directed.

The draft of any scheme to be from time to time submitted to Her Majesty in Council for approval shall have been laid before both Houses of Parliament for one lunar month at least, before such scheme receives the approval of Her Majesty in Council.

Disbanding of Corps.

[Vol. Act, 1863, s. 12.]—Her Majesty may disband or discontinue the services of any volunteer corps, or any part thereof, whenever it seems to Her Majesty expedient to do so.

Power to the Crown to disband corps.

Administrative Organization.

[Vol. Act, 1863, s. 14.]—Where two or more separate volunteer corps are formed by the authority of one of Her Majesty's Principal Secretaries of State into a united body for military or administrative purposes, hereinafter called an administrative regiment, Her Majesty may from time to time constitute for such regiment a permanent staff consisting of an adjutant commissioned by Her Majesty, and of so many serjeant instructors as may seem fit, engaged and attested (according to regulations) for a period not exceeding five years, or of such an adjutant, or of such serjeant instructors, alone.

Power to Crown to appoint a permanent staff on formation of administrative regiments.

For these purposes all such adjutants shall be deemed officers of the respective administrative regiments, and all such serjeant instructors shall be deemed to belong to the respective administrative regiments, on the permanent staff whereof they serve, but not to be officers of or to belong to any of the separate corps formed into those regiments, and shall be deemed respectively officers and non-commissioned officers of the volunteer permanent staff; but nothing shall be taken to exempt any officer or non-commissioned officer of the permanent staff of such a regiment from being subject to the orders of the officers of the regiment and of the separate corps formed into the same, according to their rank, the laws and usages of Her Majesty's forces, and any regulations made under any statute relating to the volunteer force.

Every such regiment shall (except as to the officers of the permanent staff thereof, and except as to the officers of the separate corps formed into such regiment,) be officered by persons appointed with Her Majesty's approval, and commissioned as officers of such regiment.

Notwithstanding the formation of any such regiment, the separate corps formed into the same shall be severally deemed volunteer corps for all the purposes of the Act.

Courts of Inquiry.

[Vol. Act, 1863, s. 15.]—Her Majesty may at any time assemble a court of inquiry to inquire into any matter relative to the corps or regiment, or to any officer or volunteer or non-commissioned officer of the permanent staff belonging thereto, and to record the facts and circumstances ascertained on such inquiry, and, if required, to report on the same, for the information and assistance of Her Majesty; such court, where the inquiry is with reference to an officer, to be composed of officers of the volunteer force

Her Majesty may assemble a court of inquiry.

belonging to the county, and in other cases to be composed either of officers and volunteers belonging to the corps or regiment, or of such officers, or of such volunteers.

The commanding officer of a volunteer corps or administrative regiment may at any time assemble a court of inquiry, composed either of officers and volunteers belonging to the corps or regiment, or of such officers, or of such volunteers, to inquire into any matter relative to the corps or regiment, or to any volunteer or non-commissioned officer of the permanent staff belonging thereto, and to record the facts and circumstances ascertained on such inquiry, and, if required, to report on the same, for the information and assistance of the commanding officer; but nothing herein shall authorise any inquiry with reference to an officer otherwise than by a court assembled by direction of Her Majesty, and composed exclusively of officers of the volunteer force belonging to such county.

Regulations.

Power to Secretary of State to make regulations for government of volunteer force.

[Vol. Act, 1863, s. 16.]—One of Her Majesty's Principal Secretaries of State may from time to time make regulations respecting anything directed or authorised to be done or provided by regulation, and also such regulations as may seem fit (not being inconsistent with any of the provisions of the Volunteer Acts) respecting—

The appointment and promotion of officers; and

The assembling and proceedings of courts of inquiry to inquire into and report on any matter connected with the government or discipline of a volunteer corps or administrative regiment;

and for the full execution of the Volunteer Act, 1863, and the general government and discipline of the volunteer force, and may alter or repeal any such regulations; and may call for such returns as may from time to time seem requisite.

PART II.—ACTUAL MILITARY SERVICE.

In case of invasion, power to the Crown to call out volunteers for actual military service.

[Vol. Act, 1863, s. 17.]—In case of actual or apprehended invasion of any part of the United Kingdom (the occasion being first communicated to both Houses of Parliament if Parliament is sitting, or declared in Council, and notified by proclamation if Parliament is not sitting), Her Majesty may call out the volunteer corps of the respective counties, or any of them, for actual military service.

Every officer and volunteer and every non-commissioned officer of the permanent staff belonging to every corps so called out shall be bound to assemble as Her Majesty directs, and to march according to orders, within Great Britain; and, from the time of his corps being so called out, shall be deemed on actual military service. If any such officer, volunteer, or non-commissioned officer, not incapacitated by infirmity for military service, refuses or neglects to so assemble or march, he shall be deemed a deserter.

Allowances to volunteer corps so called out.

[Vol. Act, 1863, s. 18.]—Whenever a volunteer corps is called out for actual military service, the following provisions shall take effect:—

(1.) There shall be issued, in manner provided by regulation, the sum of two guineas for the use of every officer and volunteer and non-commissioned officer of the permanent staff belonging to and assembling with the corps (except such of them as do not desire to receive the benefit thereof); and each such sum,

or so much thereof as the commanding officer of the corps thinks fit, shall be laid out, under the direction of the commanding officer, in providing necessaries for each such officer, volunteer, and non-commissioned officer; and within one month after receipt thereof, an account shall be settled with each such officer, volunteer, and non-commissioned officer, respecting the application thereof, and any unapplied residue thereof shall be paid to him:

(2.) Such officers, volunteers, and non-commissioned officers shall be entitled to receive pay and to be billeted and quartered as the officers, non-commissioned officers, and soldiers of Her Majesty's army, and to have relief for their wives and families (being unable to support themselves) as the officers, non-commissioned officers, and men of the militia of England and Scotland respectively, according as the corps belongs to England or to Scotland:

(3.) On the release of the corps from actual military service, there shall be paid, in manner provided by regulation, one guinea to every such officer, volunteer, and non-commissioned officer present with the corps at the time of such release (except such of them as do not desire to receive the same), in addition to his pay.

As to release of corps from actual military service.

[Vol. Act, 1863, s. 19.]—After a volunteer corps has been called out for actual military service, the corps shall be deemed released from actual military service only by an order in writing, addressed and delivered to the commanding officer of the corps; which order shall issue upon and as soon as may be after a proclamation of Her Majesty declaring the occasion to have passed, and not sooner or otherwise.

Before a volunteer corps is released from actual military service, the corps shall be returned to the county to which it belongs.

Provision for officers and men disabled, and for widows of officers killed.

[Vol. Act, 1863, s. 20.]—An officer of the volunteer force disabled on actual military service shall be entitled to half pay, according to his rank; and the widow of such an officer killed on actual military service shall be entitled to the like pension for life as the widow of an officer of Her Majesty's army.

A volunteer or non-commissioned officer of the volunteer permanent staff disabled on actual military service, shall, according to his rank, be entitled to the like pension and other benefits, if any, as a soldier of Her Majesty's army.

PART III.—DISCIPLINE.

Officers and Volunteers.

As to discipline of volunteers while not on actual military service.

[Vol. Act, 1863, s. 21.]—With respect to the discipline of officers (other than officers of the volunteer permanent staff) and volunteers, the following provisions shall take effect and be in force while they are not on actual military service:

(1.) The commanding officer of a volunteer corps may discharge from the corps any volunteer, and strike him out of the muster roll, either for disobedience of orders by him while doing any military duty with his corps,—or for neglect of duty, or misconduct by him, as a member of the corps,—or for other sufficient cause,—the existence and sufficiency of such causes respectively to be judged of by the commanding officer. The volunteer so discharged shall, nevertheless, be liable to deliver up in

good order, fair wear and tear only excepted, all arms, clothing, and appointments, being public property or property of his corps, issued to him, and to pay all money due or becoming due by him, under the rules of his corps, either before or at the time or by reason of his discharge. But nothing herein shall prevent Her Majesty from signifying Her pleasure in such manner, and giving such directions, with respect to any such case of discharge, as to Her Majesty may appear just and proper:

(2.) If any such officer as aforesaid, or any volunteer, while under arms or on march or duty with the corps or administrative regiment to which he belongs, or any portion thereof,—or while engaged in any military exercise or drill with such corps or regiment, or any portion thereof,—or while wearing the clothing or accoutrements of such corps or regiment, and going to or returning from any place of exercise or assembly of such corps or regiment,—disobeys any lawful order of any officer under whose command he then is, or is guilty of misconduct,—the officer then in command of the corps or regiment, or any superior officer under whose command the corps or regiment then is, may order the offender, if an officer, into arrest, and if not an officer, into the custody of any volunteer belonging to the corps or regiment or of any non-commissioned officer of the volunteer permanent staff,—but so that the offender be not kept in such arrest or custody longer than during the time of the corps or regiment, or such portion thereof as aforesaid, then remaining under arms, or on march or duty, or assembled, or continuing engaged in any such military exercise or drill, as aforesaid:

Application of Mutiny Act to volunteers when in training.

[Reg. of the Forces Act, 1871, s. 9.]—(3.) When any part of the volunteer force is assembled for the purpose of being trained and exercised with the militia or regular forces, the Mutiny Act and Articles of War shall apply to the part of the volunteer force so assembled in the same manner as they apply in pursuance of the Volunteer Act, 1863, to volunteers on actual military service:

Ditto to officers attached to troops serving under the Mutiny Act.

[Mutiny Act, 1877, s. 2.]—(4.) The Mutiny Act and Articles of War shall apply to any officer of the volunteer forces, whether in receipt of pay or otherwise, during or in respect of the time when with his own consent he may be attached to or doing duty with any body of troops then subject to the Mutiny Act.

Permanent Staff.

As to discipline of permanent staff while not on actual military service.

[Vol. Act, 1863, s. 22.]—With respect to the discipline of officers and non-commissioned officers of the volunteer permanent staff, the following provisions shall take effect and be in force while they are not on actual military service:—

(1.) All the provisions of the Mutiny Act (as far as they relate to Great Britain) shall extend to and apply to and in the case of the officers and non-commissioned officers of the volunteer permanent staff, and those officers and non-commissioned officers shall be subject to the Mutiny Act, and shall also be entitled to the benefits thereof, in all respects as the officers and soldiers of Her Majesty's army for the time being are, and as if the

volunteer permanent staff belonged to and formed part of Her Majesty's army, subject only to the following variations and provisions :—

(i.) When the assembling of a court-martial for the trial of an officer or non-commissioned officer of the volunteer permanent staff becomes necessary, a general or district court-martial (as the case may require) shall be convened by one of Her Majesty's Principal Secretaries of State, authorised by commission or warrant under the Royal Sign Manual to convene courts-martial under the present section ; and such Secretary of State shall in all cases and for all purposes be substituted for the convening officer under the Mutiny Act, and shall cause every such court-martial to assemble with all practicable speed after it is convened ; and a court-martial shall not sit in any case for the trial of an officer or non-commissioned officer of the volunteer permanent staff without being so convened ;

(ii.) Every such general court-martial shall consist of not less than nine members, and every such district court-martial shall consist of not less than five members ; and every such court-martial shall (except as to the president thereof) be composed of such officers of the volunteer permanent staff as the Secretary of State directs ; and the president shall be a field officer of the volunteer force appointed by the Secretary of State ;

(iii.) Sentences of district courts-martial under the present section shall not be put in execution until confirmed by one of Her Majesty's Principal Secretaries of State, authorised in that behalf by warrant under the Royal Sign Manual ; and with respect to the execution of the sentence of any court-martial under the present section, one of Her Majesty's Principal Secretaries of State shall in all cases have the like powers as Her Majesty's Principal Secretary of State for the War Department, or the officer confirming the sentence of a court-martial, has in certain cases or events, with respect to the execution of the sentences of courts-martial under the Mutiny Act :

(2.) Whenever a court-martial is ordered to assemble for the trial of a non-commissioned officer of the volunteer permanent staff, one of Her Majesty's Principal Secretaries of State may, if he thinks it expedient, issue his warrant under his hand for the apprehension of such non-commissioned officer, and also his warrant under his hand for the commitment of such non-commissioned officer for safe custody to a public prison, gaol, or house of correction near the place where the court-martial is to sit, which warrants respectively shall be in the forms set forth in the schedule, with such variations as circumstances require :

(3.) The keeper of such public prison, gaol, or house of correction, or his deputy, shall, on production of any such warrant of commitment, receive the non-commissioned officer of the volunteer permanent staff named therein into his custody, and shall keep him in safe custody, in all respects as if he were committed by warrant of justices of the peace on a charge or suspicion of misdemeanor, or in Scotland of an offence, but

without bail, until one of Her Majesty's Principal Secretaries of State orders the discharge of such non-commissioned officer, or until he is otherwise delivered from such custody by due course of law, or until he is delivered over to undergo any punishment imposed by sentence of a court-martial; and such keeper or deputy shall, in the meantime, from time to time as occasion requires, bring up such non-commissioned officer in custody before a court-martial sitting for his trial:

(4.) If any keeper of a public prison, gaol, or house of correction, or his deputy, refuses or neglects to receive or keep any non-commissioned officer of the volunteer permanent staff in manner herein-before prescribed, such keeper or deputy shall for every such offence be liable to a penalty not exceeding one hundred pounds, to be recovered in England by action in a superior court of law at Westminster, in Scotland by proceedings in the Court of Session, and in the Isle of Man by proceedings in any court of competent jurisdiction, and to be applied to the use of Her Majesty.

Actual Military Service.

As to discipline of volunteer force when on actual military service.

[Vol. Act, 1863, s. 23.]—With respect to the discipline of officers of the volunteer force and volunteers and non-commissioned officers of the volunteer permanent staff, the following provision shall take effect and be in force when they are on actual military service; namely,—all the provisions of the Mutiny Act (as far as they relate to Great Britain) shall extend to and apply to and in the case of all officers of the volunteer force and volunteers and non-commissioned officers of the volunteer permanent staff, and those officers, volunteers, and non-commissioned officers shall be subject to the Mutiny Act, and shall also be entitled to the benefits thereof, in all respects as the officers and soldiers of Her Majesty's army for the time being are, and as if the volunteer force, including the volunteer permanent staff, belonged to and formed part of Her Majesty's army, subject only to this variation,—that a court-martial for the trial of an officer of the volunteer force or volunteer or non-commissioned officer of the volunteer permanent staff shall be composed of officers of the volunteer force only.

PART IV.—RULES AND PROPERTY OF CORPS.

Power for corps to make rules, subject to the approval of the Crown.

[Vol. Act, 1863, s. 24.]—The officers and volunteers belonging to a volunteer corps may from time to time make rules for the management of the property, finances, and civil affairs of the corps, and may alter or repeal any such rules; but any such rules shall not have effect unless and until the commanding officer of the corps thinks fit to transmit the same for Her Majesty's approval, and such approval, signified through one of Her Majesty's Principal Secretaries of State, is notified to the commanding officer of the corps, to be by him forthwith communicated to the corps; whereupon the rules so approved shall be binding on all persons.

A copy of the rules in print or writing, or partly in print and partly in writing, certified under the hand of the commanding officer as a true copy of the rules whereof Her Majesty's approval has been notified as aforesaid, shall be conclusive evidence of the rules of the corps.

Vesting of 'v of com-

[Vol. Act, 1863, s. 25.]—All money subscribed by or to or for the use of a volunteer corps or administrative regiment, and all effects belonging to

any such corps or regiment, or lawfully used by it, not being the property of any individual officer or volunteer or non-commissioned officer of the volunteer permanent staff belonging to the corps or regiment, and the exclusive right to sue for and recover current subscriptions, arrears of subscriptions, and other money due to the corps or regiment, and all lands acquired by the corps or regiment, shall vest in the commanding officer of the corps or regiment for the time being and his successors in office, with power for him and his successors to sue, to make contracts and conveyances, and to do all other lawful things relating thereto; and any civil or criminal proceeding taken by virtue of the present section by the commanding officer of a corps or regiment shall not be discontinued or abated by his death, resignation, or removal from office, but may be carried on by and in the name of his successor in office.

manding officer ex officio.

[Vol. Act, 1863, s. 26.]—The commanding officer of a volunteer corps or administrative regiment, receiving any arms, ammunition, or other stores supplied at the public expense or by subscription, shall, subject to the approval of Her Majesty, appoint a proper storehouse for the depositing and safe keeping of such arms, ammunition, or stores. Every such storehouse shall be free from all county, parochial, or other local rates and assessments.

Appointment of storehouses for arms.

[38 Vict. c. 17. s. 97. sub-s. 4.]—The Explosive Substances Act, 1875 (38 Vict. c. 17), shall not apply to any storehouse appointed for receiving any such explosive issued by or by the authority of a Secretary of State for the use of any Volunteer Corps or Administrative Regiment in pursuance of section 26 of the Volunteer Act, 1863, and any Act amending the same, or otherwise, if such storehouse is approved by the Secretary of State or the Commissioners of the Admiralty, as the case may be, as a fit place for the storing of such explosive, and is managed in accordance with the regulations of a Secretary of State, or such Commissioners for the management of such storehouses, or for the management of the like storehouses appointed for the use of Her Majesty's Army or Navy—or to the conveyance of any explosive under the control of a Secretary of State, the Commissioners of the Admiralty or other Department of the Government, or the conveyance of any explosive otherwise held for the service of the Crown when the same is being conveyed in accordance with the regulations of a Secretary of State or the Commissioners of the Admiralty, or other Department of the Government.

As to exemptions in 38 Vict. c. 17.

[Vol. Act, 1863, s. 27.]—If any person belonging or having belonged to a volunteer corps or administrative regiment neglects or refuses to pay any money subscribed or undertaken to be paid by him towards any of the funds or expenses of such corps or regiment, or due under the rules of such corps, and actually payable by him, or to pay any fine incurred by him under the rules of such corps,—such money or fine shall (without prejudice to any other remedy) be recoverable from him, with costs, at any time within twelve months after the same becomes due and payable, as a penalty is recoverable, and when recovered shall be applied as part of the general fund of the corps or regiment.

Recovery of subscriptions or fines.

[Vol. Act, 1863, s. 28.]—If any person designedly makes away with, sells, pawns, wrongfully destroys, wrongfully damages, or negligently loses, anything issued to him as a volunteer,—or wrongfully refuses or wrongfully neglects to deliver up, on demand, anything issued to him as a volunteer, —the value thereof shall be recoverable from him, with costs, as a penalty is recoverable; and he shall also for every such offence of designedly

Wrongful sale, non-delivery, &c. of public or corps property.

making away with, selling, pawning, or wrongfully destroying as aforesaid be liable on the prosecution of the commanding officer of the corps or administrative regiment issuing the thing made away with, sold, pawned, or destroyed, to a penalty not exceeding five pounds.

Remedy for non-delivery of arms, &c. on demand.

[Vol. Act, 1869, s. 3.]—Where any person neglects or refuses, on demand made as herein-after mentioned, to deliver up any property (whether arms, clothing, appointments, ammunition, or public stores,) which is public property, or the property of a volunteer corps or administrative regiment, and has been issued to such person or is in his possession or keeping as an officer or volunteer, any justice of the peace may, upon reasonable ground being shown for a suspicion that the property is to be found on any premises, issue a warrant under his hand empowering the person therein named to enter upon such premises and search for the property, and the person so empowered may enter and search accordingly, and shall seize such property, if found, and remove the same with all convenient speed to such place as may be directed by the Secretary of State, person, officer, or adjutant who made the demand.

Notwithstanding any such seizure and removal, the same penalty may be enforced against any person and the value of any such property may be recovered from the person neglecting or refusing as aforesaid.

The jurisdiction under this section may be exercised by any sheriff or magistrate who has jurisdiction with respect to the recovery of a penalty.

Mode of making demand.

[Vol. Act, 1869, s. 4.]—A demand may be made for the purposes of the Act by the following persons, viz.:—

(1.) In any case by one of Her Majesty's Principal Secretaries of State or any person authorised in writing by him.

(2.) In the case of any volunteer and any officer of inferior rank to the person making the demand, by the commanding officer or adjutant of the volunteer corps or administrative regiment to which such property belongs, or to which such volunteer or officer belongs.

The demand may be made by the delivery of a written notice to the person upon whom the demand is made, or by leaving the same at his usual or last known place of abode, or, if no such abode is known, by affixing the same at the orderly room of the corps or regiment to which he belongs or belonged, or at the place where notices relating to such corps or regiment are usually affixed.

Wrongful buying of arms, &c. from volunteers.

[Vol. Act, 1863, s. 29.]—If any person knowingly buys or takes in exchange from any volunteer or any person acting on his behalf,—or solicits or entices any volunteer to sell,—or knowingly assists or acts for any volunteer in selling,—or has in his possession or keeping, without satisfactorily accounting for,—any arms, clothing, or appointments being public property or property of any volunteer corps or administrative regiment, or any public stores or ammunition issued for the use of any such corps or regiment,—he shall, on the first commission by him of any such offence, be liable to a penalty not exceeding twenty pounds, and shall, on a second and every other subsequent commission by him of any such offence, and on being convicted thereof in the like course of proceeding as that in which any such penalty is recoverable, be liable to a penalty not exceeding twenty pounds, or less than five pounds, with or without imprisonment for any term not exceeding six months, with or without hard labour.

The justices before whom any person is convicted of any offence under the present section shall transmit the conviction to the next court of general or quarter sessions held for the county or place where the conviction is had, there to be kept by the proper officer among the records of the court; and on the prosecution of any person for any subsequent offence under the present section, a copy of such conviction, certified by the proper officer of the court, or proved to be a true copy, shall be sufficient evidence to prove a conviction for the former offence, and such conviction shall be presumed not to have been quashed on appeal until the contrary is shown.

Wrongful pawning of arms, &c. by volunteers.

[Vol. Act, 1869, s. 5.]—This section, which relates to the wrongful buying and selling of any property (whether arms, clothing, appointments, ammunition, or public stores,) which is public property or the property of a corps or administrative regiment, shall extend to the pawning and taking in pawn of such property; and be construed as if the words "buy," "sell," and "selling" included take in pawn, pawn, and pawning respectively.

Appearance of commanding officer by adjutant, &c.

[Vol. Act, 1869, s. 6.]—The commanding officer of any corps or administrative regiment may appear in any county court or before any justice, sheriff, or magistrate, by the adjutant or serjeant-major of such corps or regiment, or any member of the staff of the corps or regiment authorised in writing under the hand of such commanding officer.

As to wilful injury to butts or targets.

[Vol. Act, 1863, s. 30.]—If any person wilfully commits any damage to any butt or target belonging to or lawfully used by any volunteer corps or administrative regiment, or without the leave of the commanding officer of the corps or regiment, searches for bullets in or otherwise disturbs the soil forming such butt or target, he shall for every such offence be liable, on the prosecution of the commanding officer, to a penalty not exceeding five pounds.

PART V.—ACQUISITION OF LAND FOR RANGES.

Power to corps to purchase land with consent of Secretary of State.

[Vol. Act, 1863, s. 31, and Reg. of the Forces Act, 1871, s. 17.]—Subject to the provisions of Part V. of the Volunteer Act, 1863, any volunteer corps may, with the assent of one of Her Majesty's Principal Secretaries of State, purchase, take on lease, or otherwise acquire any land or easement in land for rifle or artillery practice, and for the erection of butts, targets, batteries, and other accommodations for the use of the corps when practising with rifles or artillery—or any easement in land for the purpose of storing arms, making drill sheds, or any other military purpose approved by the Secretary of State as being conducive to the better efficiency of the corps.

Before giving his assent, the Secretary of State shall send an inspector to the land for the purpose of ascertaining its capabilities for being converted into a rifle or artillery practice ground, with due regard to the safety and convenience of the public, and shall give or withhold his assent accordingly.

8 & 9 Vict. c. 18. and 8 & 9 Vict. c. 19. relating to purchase of lands incorporated with this part of Act.

[Vol. Act, 1863, s. 32.]—So much of the Lands Clauses Consolidation Act, 1845, and of the Lands Clauses Consolidation (Scotland) Act, 1845, and of any Act amending the said Acts, as relates to the purchase of land by agreement, shall be incorporated with this part of the Act.

Construction of terms, &c. of this part of

In the construction of the Act with the said incorporated provisions, this Act shall be deemed the special Act; and the volunteer corps desirous of purchasing land shall be deemed the promoters of the undertaking; and under the term land a permanent right of shooting and

Act with reference to manorial provisions.

Power for landowner to give land to be used for purposes of this part of Act.

drilling or any other interest or easement in land shall be included, and may be alone conveyed, while the fee simple or other interest in such land is reserved.

Vol. Act, 1863, s. 33.—Any person seised or entitled in fee tail or for life of or in any manor or lands of freehold, copyhold, or customary tenure, and having the beneficial interest therein, or in Scotland being the proprietor under entail, and in possession for the time being, may, by way of gift, grant, conveyance, or enfranchisement in fee simple or for a term of years any quantity not exceeding four acres of such land, or any limited right over land to any extent not exceeding twenty acres, to any volunteer corps, to be used by the corps; but so that any such grant, conveyance, or enfranchisement made by any person seised or entitled for life only of or to any such manor or lands shall not be valid beyond his own life, unless the person next entitled in remainder, in fee simple, or fee tail, if legally competent, is a party to and joins in such grant, conveyance, or enfranchisement:

Provided, that in the event of any land granted, conveyed, or enfranchised as aforesaid ceasing to be used for the purposes of the Act, the same shall thereupon immediately revert to and become a portion of the estate of which it formed part before the grant, conveyance, or enfranchisement was made.

Power to Commissioner of Works to grant right of shooting in royal parks, &c.

Vol. Act, 1863, s. 34.—The Chief Commissioner of Her Majesty's Works and Public Buildings may grant to any volunteer corps the right to use for the purpose of rifle practice or drill any portion of such royal parks, gardens, and possessions as are under his management, upon such terms, for such time, not exceeding twenty-one years, and subject to such other conditions, as he thinks fit; but any such grant shall be at all times revocable by Her Majesty.

Power to certain authorities to grant licences to use lands.

Vol. Act, 1863, s. 35.—A licence to use, for the purposes of the Act, any portion not exceeding four acres of the lands herein-after mentioned, may be granted to any volunteer corps as follows:—

(1.) In the case of lands belonging to the Crown—

By the Commissioners of Her Majesty's Woods, Forests, and Land Revenues, or either of them, on behalf of Her Majesty, with the consent of the Commissioners of Her Majesty's Treasury:

(2.) In the case of lands forming part of the possessions of the duchy of Lancaster—

By the chancellor and council of the duchy by deed under the hand and seal of the chancellor, attested by the clerk of the council.

(3.) In the case of lands forming part of the possessions of the duchy of Cornwall—

By the Duke of Cornwall or other the persons for the time being having power to dispose of lands belonging to the duchy:

Provided—

First. That no such licence shall be granted for a longer term than twenty-one years; but any licence, when granted, may be renewed by the same authority that would have power to grant the same:

Secondly. That in the event of any land to which any such licence relates ceasing to be used for the purposes of this part of this Act, that licence shall thereupon cease absolutely.

[Vol. Act, 1863, s. 36.] Any corporation, ecclesiastical or lay, sole or aggregate, any officer, justices of the peace, trustees, or commissioners holding land for public, ecclesiastical, or parochial purposes, may grant and from time to time renew any licence for the use, during any term not exceeding twenty-one years, by any volunteer corps, for the purposes of the Act, of any land not exceeding four acres vested in such corporation, officers, justices, trustees, or commissioners, subject to the following provisions:

Power to corporations, justices, trustees, &c. to grant licence to use land.

(1.) That an ecclesiastical corporation sole below the dignity of a bishop shall not make such a grant without the consent in writing of the bishop to whose jurisdiction he is subject, and of the patron of the preferment to which the land belongs, or the guardians or trustees of such patron:

(2.) That such a licence shall not be granted in respect of parochial property without the consent of the majority of the ratepayers and owners of property in the parish to which the same belongs, assembled at a meeting convened according to the mode pointed out by 5 & 6 Will. 4. c. 69, and of the Poor Law Commissioners, testified by their seal being affixed to the deed of grant, and of the guardians of the poor of the union within which the parish is comprised or of the guardians of the poor of the parish where the administration of the relief of the poor therein is subject to a board of guardians, testified by such guardians being the parties to make the grant:

(3.) That where any officers, trustees, or commissioners other than parochial trustees make any such grant, it shall be sufficient if a majority or quorum authorised to act of such officers, trustees, or commissioners assembled at a meeting duly convened assent to such grant and execute the deed of grant although they do not constitute a majority of the actual body of such officers, trustees, or commissioners:

(4.) That the justices of the peace may give their consent to the making of any such grant in respect of land belonging to any county, riding, or division by vote at their general quarter sessions, and may direct the same to be made in the manner directed to be pursued on the sale of the sites of gaols by 7 Geo. 4. c. 18.

(5.) That, in the event of any land to which any such licence relates ceasing to be used for the purposes of the Act, that licence shall thereupon cease absolutely.

[Vol. Act, 1863, s. 37.]—Where a footpath crosses or runs inconveniently or dangerously near to any land purchased or acquired, or in respect of which any licence is granted, for the purposes of the Act, such footpath may, with the consent of the vestry of the parish in which the same is situate, and upon the certificate of two justices that the footpath to be substituted is convenient for the public, be stopped up or diverted. All proceedings to obtain such certificate, and to stop up or divert such footpath, shall be taken in the manner in which proceedings are directed to be taken by 5 & 6 Will. 4. c. 50, in cases where a person other than the inhabitants in vestry is desirous of stopping up, diverting, or turning a highway, or as near thereto as circumstances admit; with this exception, that the certificate of the justices shall be conclusive in cases where it states the fact of their having viewed the footpath to be stopped up or diverted, and that the proposed new footpath is convenient for the public.

Power to justices to stop up or divert footpaths for purposes of this part of Act.

Power to Secretary of State to make byelaws.

[Vol. Act, 1863, s. 38.]—One of Her Majesty's Principal Secretaries of State, with a view to the safety and convenience of the public, may make byelaws for the regulation of shooting on grounds purchased, acquired, or used by any volunteer corps under the Act, and for the prevention of intrusion thereon during the times of shooting. Any such byelaws may impose a reasonable pecuniary penalty, not exceeding five pounds, for any breach of a byelaw, so that the byelaw be so framed as to admit of part only of the maximum penalty being ordered to be paid; such penalties to be recoverable and applicable as penalties imposed by the Act are recoverable and applicable.

Proof of cesser of land being used for purposes of this part of Act.

[Vol. Act, 1863, s. 39.]—Any land purchased or acquired or in respect of which any licence is granted under the Act, shall be deemed to have ceased to be used for the purposes of the Act where there has not been any such use by the corps by which the land was purchased or acquired, or to or for which the licence was granted, for a period of one year, and a certificate of the fact of such non-user is given by one of Her Majesty's Principal Secretaries of State; and such certificate shall be conclusive evidence of such fact as against all persons and in all courts of justice.

Exception of Isle of Man.

[Vol. Act, 1863, s. 40.]—The provisions of Part V. shall not extend to the Isle of Man, except that the power of granting licences, given in this part of this Act to the Commissioners of Her Majesty's Woods, Forests, and Land Revenues, shall extend to any allotment that may be made to, and any land that may be purchased on behalf of, Her Majesty, under the provisions of an Act of Tynwald, intituled "The Isle of Man Disafforesting Act, 1860."

PART VI.—EXEMPTIONS.

Service in militia.

[Vol. Act, 1863, s. 41.]—Every officer of the volunteer force, and every efficient volunteer, and every non-commissioned officer of the volunteer permanent staff, shall be exempt from liability to serve personally or to provide a substitute in the militia of England or of Scotland.

In the case of a volunteer, such exemption shall cease on his ceasing to be enrolled in the corps in connexion with which he becomes entitled to be deemed efficient, unless he quits such corps on account of his changing his place of residence, in which case the exemption shall revive if within ten days after quitting such corps he is enrolled in another volunteer corps.

The certificate of the commanding officer of a volunteer corps (in the form set forth in the schedule, with such variations as circumstances may require), certifying that the person named therein is a volunteer enrolled in that corps, and is exempt as aforesaid, shall be conclusive evidence thereof.

Penalty for giving false certificate.

[Vol. Act, 1863, s. 43.]—If any commanding officer of a volunteer corps or administrative regiment knowingly gives any false certificate under this Act, he shall for every such offence be liable to a penalty not exceeding two hundred pounds, to be recovered in England by action in a superior court of law at Westminster, in Scotland by proceedings in the Court of Session, and in the Isle of Man by proceedings in any court of competent jurisdiction, and to be applied to the use of Her Majesty.

Volunteers not to lose interest in friendly or benefit societies.

[Vol. Act, 1863, s. 44.]—Notwithstanding anything in the rules of any friendly or benefit society, any person shall not lose any interest in the society by reason of his enrolment or service in a volunteer corps, or his engagement or service on the volunteer permanent staff; and any dispute

arising between such society and person by reason of such enrolment, engagement, or service shall be deemed a dispute directed by the rules of the society to be decided by justices of the peace, according to the Acts for the time being in force relative to friendly or benefit societies.

Tolls.

[Vol. Act, 1863, s. 45.]—Any duty or toll leviable, under any Act of Parliament passed or to be passed, at any pier, wharf, quay, landing-place, or bridge, or at any turnpike gate or bar, or at any other gate or bar on a public road, shall not be demanded or taken for—

(1.) Any officer of the volunteer force, or any volunteer, or any non-commissioned officer of the volunteer permanent staff, being on march or duty, or going to or returning from the place appointed for, and on the day for, exercise, inspection, review, or other public duty, and being in uniform:

(2.) Any horse ridden or used by any officer, volunteer, or non-commissioned officer as aforesaid, being on march or duty, or going or returning as aforesaid, and being in uniform:

(3.) Any cart, waggon, or carriage, public or private, employed only in carrying or conveying, or returning empty from carrying or conveying, having been employed only in carrying or conveying, any officer, volunteer, or non-commissioned officer as aforesaid, being on march or duty, or going or returning as aforesaid, and being in uniform, with or without any conductor or driver of such cart, waggon, or carriage, or domestic servant of such officer or volunteer:

(4.) Any cart, waggon, or carriage, public or private, employed only in carrying or conveying, or returning empty from carrying or conveying, having been employed only in carrying or conveying, any arms or baggage of any officer, volunteer, or non-commissioned officer as aforesaid, being on march or duty, or going to or returning from the place appointed for exercise, inspection, review, or other public duty, or any military stores belonging to or for the use of, or any gun belonging to or used by, the volunteer force:

(5.) Any horse or other beast drawing any such cart, waggon, or carriage as aforesaid.

If any person demands or takes any duty or toll in contravention of the present section,—or if any person makes any false representation respecting himself or any other person, or any animal or thing, with intent to obtain for himself or otherwise, or fraudulently obtains for himself or otherwise any exemption under the present section,—he shall for every such offence be liable to a penalty not exceeding five pounds.

PART VII.—MISCELLANEOUS PROVISIONS.

Allowances in schedule to clerks of general meetings of lieutenancy.

[Vol. Act, 1863, s. 47.]—The several clerks of general meetings of lieutenancy in Great Britain shall be entitled to receive the sums specified in the schedule for their pains and trouble in and about the execution of the Acts. The said clerks shall send to the Secretary of State such accounts, returns, and statements as he from time to time requires.

Pecuniary penalties to be recovered summarily.

[Vol. Act, 1863, s. 48.]—Any pecuniary penalty, the mode of recovery of which is not otherwise expressly provided for,—and any money or fine made recoverable as a penalty is recoverable,—may be recovered as follows:—

In England.

In England, in a summary way before two or more justices of the peace having jurisdiction where the offence is committed or where

the offender happens to be, in manner directed by the Act 11 & 12 Vict. c. 43, "To facilitate the performance of the duties of justices "of the peace out of sessions, within England and Wales, with "respect to summary convictions and orders;" or in case of proceedings in the city of London, or in the metropolitan police districts, in manner directed by the respective enactments for the time being in force relative to summary proceedings there:

In Scotland.

In Scotland, in manner directed by the Railways Clauses Consolidation (Scotland) Act, 1845, 8 & 9 Vict. c. 33, with respect to penalties imposed by that Act the recovery of which is not otherwise provided for:

In the Isle of Man.

In the Isle of Man, by proceedings in any court of competent jurisdiction, and in the manner in which penalties of like amount are recoverable by the laws of the Isle of Man, or as near thereto as circumstances admit.

In England, where the sum adjudged to be paid on a summary conviction or adjudication, inclusive of any costs, exceeds five pounds, or the imprisonment awarded exceeds one month, and the person who is convicted, or against whom the adjudication is made, thinks himself aggrieved by the conviction or adjudication, the following provisions shall take effect:—

(1.) Such person may appeal to the next court of general or quarter sessions held not less than twelve days after the day of such conviction or adjudication for the county or place where the conviction or adjudication is had:

(2.) The appellant shall, within three days after the day of the conviction, and seven clear days at least before the sessions to which the appeal is to be made, give to the complainant a notice in writing of the appeal and of the ground thereof:

(3.) The appellant may enter into a recognizance with two sufficient sureties before a justice of the peace, conditioned to appear personally at the sessions and try the appeal, and abide the judgment of the court thereon, and pay any costs awarded by the court; or where the appeal is against a conviction imposing only a pecuniary penalty, or against an adjudication for the payment of money, the appellant may deposit with the clerk of the convicting justices such sum of money as those justices deem sufficient to cover the amount of the penalty, or money adjudged to be paid, together with the costs of the conviction or adjudication, and of the appeal:

(4.) On such notice being given, and such recognizance being entered into, or such deposit being made, the appellant shall be liberated if in custody:

(5.) The court of general or quarter sessions shall hear and determine the appeal, and shall make such order therein, with or without costs to either party, as to the court seems fit, and in case of affirmance of the conviction or dismissal of the appeal, shall adjudge the appellant to be punished according to the conviction, or to pay money according to the adjudication, and to pay such costs as are awarded, and shall, if necessary, issue process for enforcing such judgment:

(6.) Where any such deposit as aforesaid is made, and the conviction or adjudication is affirmed, or the appeal is dismissed, the court may order the amount of the penalty, or other money adjudged

to be paid, together with the costs of the conviction or adjudication and of the appeal, to be paid out of the deposit, and the residue thereof, if any, to be returned to the appellant, and in any other case shall order the deposit to be returned to the appellant:

(7.) Where on appeal a conviction is quashed, the proper officer shall forthwith indorse on the conviction a memorandum that it has been so quashed; and whenever any copy or certificate of such conviction is made, a copy of the memorandum shall be added thereto, which shall be sufficient evidence of the conviction having been quashed in all cases where a copy or certificate would be sufficient evidence of the conviction.

But nothing in the present section respecting appeals shall affect any enactments relative to appeals in cases of summary convictions or adjudications in the city of London or the metropolitan police district.

In Scotland and the Isle of Man, in like cases as in England, an appeal shall lie in manner in that behalf provided by the law of Scotland and of the Isle of Man respectively.

A summary conviction or adjudication in England, or an adjudication made on appeal therefrom, shall not be quashed for want of form or be removed by certiorari; and a warrant of commitment on any such conviction shall not be held void by reason of any defect therein, if it is therein alleged that the person therein named has been convicted, and there is a good conviction to sustain the same.

Application of certain penalties.

Any pecuniary penalty recovered summarily on the prosecution of the commanding officer of a volunteer corps or administrative regiment shall (notwithstanding anything in any Act relating to municipal corporations or to the metropolitan police or in any other Act contained) be paid to the commanding officer, and be applied as part of the general fund of the corps or regiment.

[Vol. Act, 1863, s. 49.]—

Interpretation of terms.

The term "lieutenant" of a county includes vice-lieutenant, and, as to the city of London, the commissioners of lieutenancy for the same:

The term "volunteer" means a non-commissioned officer or private belonging to a volunteer corps, exclusive of the permanent staff thereof:

The term "person" includes (where the case requires) a body of persons, corporate or unincorporate:

The term "Mutiny Act" means the Act for punishing mutiny and desertion, and for the better payment of the army and their quarters, for the time being in force, and includes the Articles of War made under the authority of that Act for the time being in force:

The term "appointments" includes accoutrements and equipments of every kind other than clothing.

Application of provisions of this Act to adjutants, serjeant instructors, and administrative regiments.

If at any time Her Majesty thinks fit to appoint on the permanent staff of a volunteer corps or administrative regiment a quartermaster and a paymaster, or either of such officers commissioned by Her Majesty,—or if at any time any non-commissioned officer or man, engaged and attested (according to regulations) for a period not exceeding five years, is appointed on the permanent staff of a volunteer corps or administrative regiment to serve in any other capacity than that of serjeant instructor,—then and in such cases all the provisions relating to adjutants and serjeant instructors and to officers and non-commissioned officers of

the volunteer permanent staff shall apply to such quartermasters and paymasters, and to such other non-commissioned officers and such men, respectively.

All the provisions relating to an administrative regiment shall apply to any united body formed of two or more separate volunteer corps for military or administrative purposes by the authority of one of Her Majesty's Principal Secretaries of State, whether the corps so united are formed into a regiment or a brigade or a battalion, or any other body.

Application of this Act to Isle of Wight, Cinque Ports, Isle of Man, and other places.

[Vol. Act, 1863, s. 50.]—For the purposes of the Act the Isle of Wight shall be deemed to be a county of itself, and the governor thereof, or the person for the time being performing the duties of governor, shall be deemed to be the lieutenant of such county;—the Cinque Ports, two ancient towns, and their members, shall be deemed to be a county of themselves, and the warden thereof, or in his absence, his lieutenant or lieutenants, shall be deemed to be the lieutenant of such county;—every riding, stewartry, city, or place for which Her Majesty constitutes a lieutenant shall be deemed to be a county of itself, and the lieutenant appointed for the same shall be deemed to be the lieutenant of such county;—and the Isle of Man shall be deemed to be a county of England, and the lieutenant governor thereof, or the person for the time being performing the duties of lieutenant governor, shall be deemed to be the lieutenant of such county.

Not to apply to London Artillery Company.

[Vol. Act, 1863, s. 52.]—Nothing in the Acts shall apply to the Honourable Artillery Company of London.

Extent of Act.

[Vol. Act, 1863, s. 53.]—The Acts shall not extend to Ireland.

SCHEDULE.

(i.) *Oath of Officer and Volunteer.*

I *A.B.* do sincerely promise and swear, that I will be faithful and bear true allegiance to Her Majesty Queen Victoria, and that I will faithfully serve Her Majesty in Great Britain for the defence of the same against all Her enemies and opposers whatsoever, according to the conditions of my service.

[*The name of the successor of Her Majesty Queen Victoria for the time being, with proper words of reference thereto, to be substituted as occasion requires.*]

(ii.) *Warrant of Secretary of State for apprehension of Non-commissioned Officer of Volunteer Permanent Staff ordered to be tried by Court-martial.*

County of } VICTORIA, &c.
To Our sheriff of Our county of , to the high constable of the hundred of in the same county, the constables of the town of in the same county, to Our bailiffs and ministers, and to the constables and peace officers, in the same county, as well within liberties as without, greeting.

Whereas the Right Honourable *A.B.*, one of Our Principal Secretaries of State, has, in pursuance of the Volunteer Act, 1863, ordered a court-martial to assemble for the trial of *L.M.*, being a non-commissioned officer of the volunteer permanent staff: We therefore command you, jointly and severally, forthwith to apprehend the said *L.M.*, and bring him in custody to Our [gaol] at in Our county of , and there deliver him into the custody of the keeper of Our said [gaol], or of his deputy.

Witness, the Right Honourable *A.B.*, one of Our Principal Secretaries of State, at , the day of 18 .

A.B.

(iii.) *Warrant of Secretary of State for Commitment in same case.*

County of } VICTORIA, &c.
To the keeper of Our [gaol] at in Our county of , or to his deputy, greeting.

Whereas the Right Honourable *A.B.*, one of Our Principal Secretaries of State, has, in pursuance of the Volunteer Act, 1863, ordered a court-martial to assemble for the trial of *L.M.*, being a non-commissioned officer of the volunteer permanent staff: We therefore command you and each of you, that you or one of you do receive him the said *L.M.* into your custody in Our [gaol], and him there safely keep in such manner as if he had been committed to your custody there by warrant of some of the justices assigned to keep Our peace in Our said county on a charge or suspicion of misdemeanor [*or in Scotland* of an offence], but without bail, until he be delivered from your custody there in pursuance of the said Act.

Witness, the Right Honourable *A.B.*, one of Our Principal Secretaries of State, at , the day of 18 .

A.B.

(iv.) *Certificate for Exemption from Militia.*

I *A.B.*, commanding officer of the volunteer corps, hereby certify that *C.D.* is a volunteer enrolled in that corps, and is by virtue of the Volunteer Act, 1863, exempt from liability to serve personally or to provide a substitute in the militia of [*England*].

Given under my hand at this day of one thousand eight hundred and [*sixty-four*].

A.B.,
[*Lieutenant-Colonel Commanding.*]

Appendix.—The Statutes Law, &c.

[illegible] Allowances to Clerks of General Meetings of Commissioners.

	£	s.	d.
For minute in exercising the duty required of them including savings, correspondence, and stationery			
In counties where the force does not exceed 500 - -	7	10	0
In counties where the force is above 500 and not exceeding 800 - - - - - - - -	14	0	0
In counties where the force is above 800 and not exceeding 500 - - - - - - -	12	10	0
In counties where the force exceeds 500, the following additions for every 100 or fractional part of 100			
Above 500 and not exceeding 1,000 - - -	2	0	0
" 1,000 " 1,500 - - -	1	10	0
" 1,500 " 2,000 - - -	1	0	0
" 2,000 " 2,500 - - -	0	15	0
" 2,500 - - - - - -	0	10	0
For summoning and attending any general meeting summoned by the justices prior to the [illegible] of [illegible] - - -	1	1	0

For printing, advertising, and postage, the actual expense.

ORDER IN COUNCIL.

At the Court at Osborne House, Isle of Wight, the 5th day of February 1872,

PRESENT:

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS by "The Regulation of the Forces Act, 1871," it was enacted, that after a day to be named by Order of Her Majesty in Council, all jurisdiction, powers, duties, command, and privileges over, of, or in relation to the militia, yeomanry, and volunteers of England, Scotland, and Ireland, or any of such forces, or any part thereof, vested in or exerciseable by the lieutenants of counties, or by the Lord Lieutenant of Ireland, either of his own motion or with the advice of the Privy Council in Ireland, should revert to Her Majesty, and should be exerciseable by Her Majesty as in the said Act is mentioned and set forth: and that after the day named as therein last aforesaid, all officers in the militia, yeomanry, and volunteers of England, Scotland, and Ireland should hold commissions from Her Majesty, and such commissions should be prepared, authenticated, and issued in the manner in which commissions of officers in Her Majesty's Land Forces are prepared, authenticated, aud issued according to any law or custom for the time being in force, and that all commissions held on the appointed day by officers in the militia, yeomanry, and volunteers, should be deemed to have been so issued:

Now, therefore, Her Majesty is pleased, with the advice of Her Privy Council, by this Her Order in Council, to declare the 31st day of March 1872 to be the day after which all jurisdiction, powers, duties, command, and privileges over, of, or in relation to the militia, yeomanry, and volunteers of England, Scotland, and Ireland, or any of such forces, or any part thereof, vested in or exerciseable by the lieutenants of counties, or by the Lord Lieutenant of Ireland, either of his own motion or with the advice of the Privy Council in Ireland, shall revert to Her Majesty, and shall be exerciseable by Her Majesty as in the said Act is mentioned and set forth: and that after the said 31st day of March 1872, all officers in the militia, yeomanry, and volunteers of England, Scotland, and Ireland, shall hold commissions from Her Majesty, and such commissions shall be prepared, authenticated and issued in the manner in which commissions of officers in Her Majesty's Land Forces are prepared, authenticated, and issued according to any law or custom for the time being in force, and that all commissions held on the said 31st day of March 1872 by officers in the militia, yeomanry, and volunteers, shall be deemed to have been so issued.

ARTHUR HELPS.

ORDER IN COUNCIL.

At the Court at Windsor, the 7th day of July 1874,

PRESENT:

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS by the eleventh section of the Volunteer Act, 1863, it is amongst other things enacted that "Her Majesty in Council may from "time to time declare what is requisite to entitle a volunteer to be "deemed an efficient volunteer, by an Order in Council defining for "that purpose the extent of attendance at drill to be given by the "volunteer, and the course of instruction to be gone through by him, "and the degree of proficiency in drill and instruction to be attained by "him and his corps, such proficiency to be judged of by the inspecting "officer at the annual inspection of the corps, or otherwise, as by "Order in Council is from time to time directed;" and that "The draft "of any scheme to be from time to time submitted to Her Majesty "in Council for approval under the present section shall have been "laid before both Houses of Parliament for one lunar month at least, "either before or after, or partly before and partly after, the passing "of this Act, during the present or for the like period during any "subsequent session of Parliament, before such scheme receives the "approval of Her Majesty in Council:"

And whereas it is deemed expedient that the Orders in Council, bearing date the 27th day of July 1863 and the 15th day of October 1872 respectively, declaring what is requisite to entitle a volunteer to be deemed an efficient volunteer, be cancelled, and an amended Order in Council issued in the place thereof:

And whereas an amended draft scheme relative to the efficiency of volunteers was on the 20th day of April last laid before both Houses of Parliament in the words and figures mentioned and set forth in the schedule to this Order annexed; and one lunar month having elapsed since that time, the said scheme hath this day been submitted to Her Majesty in Council for Her approval thereof:

Now, therefore, Her Majesty, having this day taken the said scheme into consideration, doth, in pursuance and exercise of the power in Her Majesty by the said Act of Parliament in that behalf vested, and by and with the advice of Her Privy Council, hereby cancel the aforesaid Orders in Council of the 27th day of July 1863 and 15th October 1872 respectively, and doth declare Her royal approval of the scheme hereunto annexed;

And that the same shall come into operation from the 1st of November last, so that all drills done on and after the said 1st November shall be reckoned in accordance with the provisions of the present Order.

ARTHUR HELPS.

VOLUNTEERS.

SCHEME relative to the EFFICIENCY of VOLUNTEERS (in substitution for the Schemes contained in Her Majesty's Orders in Council, dated 27th July 1863 and 15th October 1872), referred to in this Order.

1. A volunteer shall be entitled to be deemed an efficient volunteer if he obtains a certificate certifying that he has fulfilled the requirements and possesses the qualifications stated in or upon such one of the

annexed forms of certificates as may be applicable in his case, and not otherwise.

2. Every such certificate shall be granted as soon as may be after the 31st day of October in every year, and shall bear date the 1st day of November, and shall be evidence of the efficiency of the volunteer to whom it is granted during the year ending the 31st day of October next following its date.

3. Every volunteer fulfilling the requirements and possessing the qualifications aforesaid shall be entitled to receive such a certificate of efficiency.

But no volunteer who is absent from the annual inspection of his corps, unless so absent with the leave of his commanding officer, or through sickness duly certified, shall be entitled to such certificate.

4. In the course of each year ending the 31st day of October, the adjutant of each corps or administrative regiment shall select from time to time such volunteers as in his opinion have fulfilled the requirements and possess the qualifications aforesaid, and submit their names to the commanding officer of their corps, with a view to their obtaining certificates of efficiency.

5. If the adjutant refuses to recommend any volunteer for a certificate, and the volunteer considers himself aggrieved thereby, the volunteer may appeal to the commanding officer of his corps.

6. If the commanding officer concurs in the adjutant's recommendation or refusal to recommend, he shall either sign the certificate, or else approve the withholding of it, as the case may be ; but if he differs from the opinion of the adjutant, he shall refer the matter to the officer appointed by one of Her Majesty's Principal Secretaries of State to act in that behalf, whose decision shall be final, and who shall sign the certificate if he thinks it ought to be granted, instead of it being signed by the commanding officer and adjutant.

In the case of a corps forming part of an administrative regiment, or attached to another corps of the same arm, any such reference shall be made through the officer commanding such regiment or such last-mentioned corps.

7. In the case of a corps forming part of an administrative regiment, or attached to another corps of the same arm, the certificate shall be countersigned by the field officer commanding the administrative regiment or such last-mentioned corps, this counter-signature being held to imply merely that the field officer has no knowledge of any reason why the certificate should not be granted.

If the field officer thinks fit to withhold his counter-signature from the certificate of any volunteer, he shall refer the matter to the officer appointed by one of Her Majesty's Principal Secretaries of State to act in that behalf, whose decision shall be final, and who shall countersign the certificate if he thinks it ought to be granted.

8. Where the situation and circumstances of an artillery volunteer corps are such as, in the opinion of one of Her Majesty's Principal Secretaries of State, to create serious obstacles to the fulfilment by the volunteers belonging to that corps of the requirement of attendance at gun practice, the Secretary of State shall have power to dispense with that requirement.

9. Where the situation and circumstances of a rifle volunteer corps are such as, in the opinion of one of Her Majesty's Principal Secretaries of State, to create serious obstacles to the fulfilment by the volun-

teers belonging to the corps of the requirement of attendance at battalion drill such number of times within twelve months as is prescribed upon the annexed forms of certificate, the Secretary of State shall have power to reduce the number of battalion drills, and to increase proportionately the number of company or squad drills requisite to entitle the volunteers belonging to the corps to certificates of efficiency.

10. If any regiment or corps shall have in any year attended for not less than four clear days at a camp of instruction, not including the days of assembly and return, one of Her Majesty's Principal Secretaries of State may make such modifications in respect to the qualification for efficiency of the members of such regiment or corps as may appear to him to be desirable to meet the circumstances of the case.

11. Where the situation and circumstances of a corps which is not of sufficient strength to constitute by itself a regiment, brigade, or battalion are such as, in the opinion of one of Her Majesty's Principal Secretaries of State, to render it impracticable for the corps to be united with or attached to another corps of the same arm, or where under any other circumstances the services of an adjutant are not available, the Secretary of State shall have power to make from time to time such special provision respecting the granting and signature of certificates of efficiency as he may think fit.

12. Where a corps is by its own default not inspected during the year, or where the officer inspecting a volunteer corps at the annual inspection in any year reports that the corps is not proficient in drill and instruction to his satisfaction, then, notwithstanding anything herein-before provided, one of Her Majesty's Principal Secretaries of State shall have power to direct the withholding of certificates of efficiency at the end of that year from all volunteers belonging to the corps.

13. The inspecting officer at the annual inspection in any year shall have power to direct the withholding of a certificate for or in respect of any volunteer, in any case in which he considers it proper to do so, on account of the want of proficiency in drill or instruction of that volunteer, or on account of his sword, carbine, or rifle, as the case may be, being in bad order and condition.

14. If in any one year a volunteer is resident during the drill season of his corps at a greater distance than 10 miles from its head quarters, he may (with the written consent of both commanding officers) be attached for drill purposes to another corps. In such case, all his drills for efficiency (including attendance at inspection) must be performed with that corps, but he must wear the uniform of his own corps.

15. In case any alteration in the terms of any of the annexed forms of certificate should from time to time appear expedient, one of Her Majesty's Principal Secretaries of State may make the same by regulation, so as no alteration be thereby made in the amount of the requirements and qualifications stated in or upon the form, and so as none of the provisions of this Order be thereby altered.

16. Terms used in this Order or in or upon the annexed forms of certificate have the same meanings as they have when used in the Volunteer Act, 1863.

The term "recruit" used upon the annexed forms of certificate means a volunteer who has never served for at least six months in Her Majesty's regular forces, or served and attended training in a regiment of militia, or who has never been returned as an efficient in an annual return of a volunteer corps.

FORMS OF CERTIFICATES OF EFFICIENCY.

W.O. Form 1667.

FOR LIGHT HORSE VOLUNTEER CORPS.

WE hereby certify:

(1.) That A. B. No. was duly enrolled in the muster roll of the Light Horse Volunteer Corps on the 18 and is actually a member of the corps on this date.

(2.) That he does not belong to the regular, militia, yeomanry, or army reserve (including enrolled pensioner) forces; and that he is not enrolled in any other volunteer corps.

(3.) That he is provided with an efficient horse and horse furniture for the service.

(4.) That he attended during the twelve months ending the 31st October 18 ,* drills of this corps, ordered by the commanding officer; each of such drills being of not less than one hour's duration.

(5.) That he rides well, and possesses a competent knowledge of the cavalry sword exercise, and dismounted and mounted troop and squadron drill, as laid down in the Cavalry Regulations, and is in all respects acquainted with his duties as a light horse volunteer.

(6.) That he was† the last annual inspection of the corps.

_____ Commanding Officer.

_____ Adjutant.

Head quarters, _____

1st November 18 .

**For recruits.* If present at inspection, 19 squad or troop drills, including the inspection.
If absent from inspection with leave of the commanding officer, or through sickness duly certified, 21 squad or troop drills.

For others. If present at inspection, 9 drills (including the inspection), 3 of which have been drills of the whole corps.
If absent from inspection with leave of the commanding officer, or through sickness duly certified, 11 drills, 3 of which have been drills of the whole corps.

Attendance at a brigade drill may be counted as a troop drill, but attendance at a review must not be so reckoned.

† Here insert "*present at*" or "*absent from*," as the case may be. If absent, it must be stated whether with leave of the commanding officer, or through sickness duly certified. If enrolled after the date of inspection, strike out paragraph, and so state.

FORMS OF CERTIFICATES OF EFFICIENCY.

W.O. Form 1668.

FOR ARTILLERY VOLUNTEER CORPS.

We hereby certify:

(1.) That A. B. No. was duly enrolled in the muster roll of the Artillery Volunteer Corps on the 18 , and is actually a member of the corps on this date.

(2.) That he does not belong to the regular, militia, yeomanry, or army reserve (including enrolled pensioner) forces; and that he is not enrolled in any other volunteer corps.

(3.) That he attended during the twelve months ending the 31st October 18 ,* drills of this corps, ordered by the commanding officer; each of such drills being of not less than one hour's duration.

(4.) That he possesses a competent knowledge of squad and company drill [including the manual and firing exercises†], and also of gun drill.

(5.) That he attended the gun practice of his battery, and possesses a competent knowledge of the general duties of a gunner.

(6.) That he has been instructed in the use of gyns.‡

(7.) That he was§ the last annual inspection of the corps.

_____ Commanding Officer.

_____ Adjutant.

Head quarters, _____

1st November 18 .

Certificate confirmed.

_____ Commanding Officer of Administrative Brigade.

Head quarters, _____

1st November 18 .

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* *Recruits.* If present at inspection, 30 drills (including the inspection), of which 20 gun drills.
If absent from inspection with leave of the commanding officer, or through sickness duly certified, 32 drills, of which 20 gun drills.

For others. If present at the inspection, 12 gun drills, including the inspection.
If absent from inspection with leave of the commanding officer, or through sickness duly certified, 14 gun drills.

Attendance at a brigade drill may be counted as one of such drills, but attendance at a review must not be so reckoned.

† Required only from corps armed with the artillery carbine.

‡ If the means of instruction have not been available, strike out.

§ Here insert "*present at*" or "*absent from*," as the case may be. If absent, it must be stated whether with leave of the commanding officer, or through sickness duly certified. If enrolled after the date of inspection, strike out paragraph, and so state.

FORMS OF CERTIFICATES OF EFFICIENCY.

W.O. Form 1669.

FOR ENGINEER VOLUNTEER CORPS.

WE hereby certify:

(1.) That A. B. No. was duly enrolled in the muster roll of the Engineer Volunteer Corps on the 18 , and is actually a member of the corps on this date.

(2.) That he does not belong to the regular, militia, yeomanry, or army reserve (including enrolled pensioner) forces; and that he is not enrolled in any other volunteer corps.

(3.) That he attended during the twelve months ending the 31st October 18 ,* drills of this corps, ordered by the commanding officer; each of such drills being of not less than one hour's duration.

(4.) That he possesses a competent knowledge of squad and company drill, including the manual and firing exercises as laid down in the Field Exercises of Infantry.

(5.) That he possesses a competent knowledge of the preliminary musketry drill laid down in the Musketry Regulations for the Army.

(6.) That he has gone through the course of instruction prescribed for a recruit in regulations issued by one of Her Majesty's Principal Secretaries of State.

†(7.) That he has during the above-mentioned period acquired a practical knowledge of one of the annual courses of instruction prescribed for engineer volunteers in regulations issued by one of Her Majesty's Principal Secretaries of State.

(8.) That he was‡ the last annual inspections (drill and engineering) of the corps.

_____ Commanding Officer.

_____ Adjutant.

Head quarters, _____

1st November 18 .

**For recruits.*	If present at inspection, 12 engineering and 24 other drills, including the inspection. If absent from inspection with leave of the commanding officer, or through sickness duly certified, 12 engineering and 26 other drills.
For others.	If present at inspection, 6 engineering and 9 other drills, including the inspection. If absent from inspection with the leave of the commanding officer, or through sickness duly certified, 6 engineering and 11 other drills.

Attendance at a brigade drill may be counted as one of such drills, but attendance at a review must not be so reckoned.

† In the case of recruits this paragraph may be struck out.

‡ Here insert "*present at*" or "*absent from*," as the case may be. If absent, it must be stated whether with leave of the commanding officer, or through sickness duly certified. If enrolled after the date of inspection, strike out paragraph, and so state.

FORMS OF CERTIFICATES OF EFFICIENCY.

W.O. Form 1670.

FOR MOUNTED RIFLE VOLUNTEER CORPS.

WE hereby certify:

(1.) That A. B. No. was duly enrolled in the muster roll of the Mounted Rifle Volunteer Corps, on the 18 , and is actually a member of the corps on this date.

(2.) That he does not belong to the regular, militia, yeomanry, or army reserve (including enrolled pensioner) forces; and that he is not enrolled in any other volunteer corps.

(3.) That he is provided with an efficient horse with horse furniture for the service.

(4.) That he attended during the twelve months ending the 31st October 18 ,* drills of this corps, ordered by the commanding officer: each of such drills being of not less than one hour's duration.

†(5.) (a.) That he fired during the year 20 rounds of ball cartridge in the first period of class firing, in accordance with the Musketry Regulations for the Army.

Or.

(b.) That on the , 18 , he completed the three periods of class firing under the personal superintendence of the adjutant, or other officer appointed under the Secretary of State's authority to act as such, and obtained the number of points to qualify him (so far as class firing is concerned) as a marksman under the Musketry Regulations for the Army.

(6.) That he rides well, and possesses a competent knowledge of dismounted, squad, and company drill, including the manual and firing exercises, and of mounted drill, including skirmishing and sword exercise, as laid down in the Manual for the Drill of Mounted Rifle Volunteers.

(7.) That he was‡ the last annual inspection of the corps.

_____ Officer Commanding.

_____ Adjutant.

Head quarters, _____

1st November 18 .

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*For recruits.	If present at inspection, 19 drills, including the inspection. If absent from inspection with the leave of the commanding officer, or through sickness duly certified, 21 drills.
*For others.	If present at inspection, 9 drills (including the inspection), 3 of which have been drills of the whole corps. If absent from inspection with the leave of the commanding officer, or through sickness duly certified, 11 drills, 3 of which have been drills of the whole corps.

Attendance at a brigade drill may be counted as one of such drills, but attendance at a review must not be so reckoned.

† Strike out the paragraph which does not apply to the case of the volunteer concerned. A volunteer who fulfils the requirements of paragraph (*b*) need not attend target practice every year.

‡ Here insert "*present at*" or "*absent from*," as the case may be. If absent, it must be stated whether with leave of the commanding officer, or through sickness duly certified. If enrolled after the date of inspection, strike out paragraph, and so state.

FORMS OF CERTIFICATES OF EFFICIENCY.

W.O. Form 1671.

FOR RIFLE VOLUNTEER CORPS.

WE hereby certify:

(1.) That A. B. No. was duly enrolled in the muster roll of the Rifle Volunteer Corps on the 18 , and is actually a member of the corps on this date.

(2.) That he does not belong to the regular, militia, yeomanry, or army reserve (including enrolled pensioner) forces; and that he is not enrolled in any other volunteer corps.

(3.) That he attended during the twelve months ending the 31st October 18 ,* drills of this corps, ordered by the commanding officer; each of such drills being of not less than one hour's duration.

†(4.) That he fired five rounds of blank ammunition in volley firing and five rounds in independent firing during the year in a squad of not less than two files.

‡(5.) (*a*) That he fired § rounds of ball cartridge in class firing during the year, and passed into the 2nd class.

Or,

(*b*.) That on the , 18 , he completed the three periods of class firing under the personal superintendence of the adjutant, or other officer appointed under the Secretary of State's authority to act as such, and obtained the number of points to qualify him (so far as class firing is concerned) as a marksman under the Musketry Regulations for the Army.

(6.) That he possesses a competent knowledge of squad and company drill, including the manual and firing exercises and skirmishing as a company, as laid down in the Field Exercises of Infantry.

(7.) That he possesses a competent knowledge of the preliminary musketry drill laid down in the Musketry Regulations for the Army.

(8.) That he was ‖ the last annual inspection of the corps.

_____ Commanding Officer.

_____ Adjutant.

Head quarters, _____

1st November 18 .

**For recruits.* { If present at inspection, 30 squad, company, battalion (including the inspection), or musketry instruction drills. If absent from inspection, 32 such drills.

For others. { If present at inspection, 9 company and battalion drills (including the inspection), of which 3 at least shall have been battalion drills. If absent from inspection, 11 company and battalion drills, of which 3 at least shall have been battalion drills.

Squad drills, at which not less than 4 rank and file are present, may be reckoned when necessary to complete the number of drills. But, when so reckoned, they can only be counted in the proportion of *three* squad drills in lieu of *one* company drill. When counted, the number of battalion, company, and squad drills respectively attended must be stated on the certificate granted to the volunteer.

To constitute a battalion drill reckoning towards efficiency, 80 at least of all ranks (exclusive of band) must be present, of whom not less than 16 must be officers and serjeants.

Attendance at a brigade drill may be counted as a battalion drill, but attendance at a review must not be so reckoned.

To constitute a company drill reckoning towards efficiency, 16 at least of all ranks (exclusive of band) must be present, of whom not less than 2 must be officers and serjeants, or officers or serjeants.

† This paragraph applies only to recruits. In the case of other volunteers the paragraph may be struck out.

‡ Strike out the paragraph which does not apply to the case of the volunteer concerned. A volunteer who fulfils the requirements of paragraph (*b*) need not attend target practice every year.

§ Here insert 20, 40, or 60, as the case may be, and if a volunteer after firing 60 rounds remains in the 3rd class, strike out the last six words.

‖ Here insert "*present at*" or "*absent from*," as the case may be. If absent, it must be stated whether with leave of the commanding officer, or through sickness duly certified. If enrolled after the date of inspection, strike out paragraph, and so state.

COURSES OF INSTRUCTION FOR ENGINEER VOLUNTEERS.

FIRST RECRUITS' COURSE.

	Sections of Manual of Elementary Field Engineering.
1st. Introductory lecture on the general duties of the Corps in war, and a general description of the works ordinarily thrown up in the field - - -	(Special Lecture.) Secs. I. & II. 2 attendances.
2nd. Lecture on laying out angles or field geometry, on the objects of field fortification, and the materials and tools used in the construction of field works -	
3rd. Making gabions and fascines of brushwood and Jones' iron band - - - - - -	Sec. III. 2 attendances.
4th. Lecture on the distribution of working parties, and on hasty entrenchments, extending on and making shelter trenches - - - - -	Sects. IV & VI. 3 attendances.
5th. Making gun and rifle pits - - - -	Sect. V. 1 attendance.
6th. Lecture on obstacles, and constructing the same (model and full size) - - - - - -	Sec. VII. 2 attendances.
7th. Lecture on encampments, bivouacs, and water supply, and making field kitchens - - - -	Sec. XV. 2 attendances.

FIRST ANNUAL COURSE FOR DRILLED VOLUNTEERS.

SUBJECT—DEFENCE OF POSTS.

1st. Defence of hedges, walls, and buildings, and stockades	Sec. VIII. 1 attendance.
2nd. Lecture on field works, showing tasks; use of field level, tracing and profiling field works - -	Sec. IX. 1 attendance.
3rd. Revetments of gabions, fascines, sand-bags, and other materials - - - - - -	Sect. X. 1 attendance.
4th. Lecture on the defence of posts, woods, and villages, and the application of obstacles, hasty entrenchments, and field works - - - -	Sec. XI. 1 attendance.
5th. Communications, roads, railways, permanent bridges, and telegraph lines, including their demolition and restoration - - - - - -	Sect. XII. 2 attendances.

SECOND ANNUAL COURSE FOR DRILLED VOLUNTEERS.

	Sections of Manual of Elementary Field Engineering.
	Secs. XIII. & XIV.
1st. Lecture on the subject of military bridges - -	1 attendance.
2nd. Knotting and splicing - - - - -	1 attendance.
3rd. Forming barrel piers and rafts - - - -	1 attendance.
4th. (a.) Forming bridges of the same, or - -	2 attendances.
(b.) Forming spar and trestle bridges - -	
5th. A closing lecture upon the subject of bridges, including repairs to broken bridges - - - - -	1 attendance.

THIRD ANNUAL COURSE FOR DRILLED VOLUNTEERS.

	N.B.—First four subjects in Part I. "Attack" instruction on Military Engineering.
1st. Lecture on parallels and different kinds of saps, and extending on a parallel - - - -	1 attendance.
2nd. Making a portion of a parallel, if ground admits, to break out with standing and kneeling sap, and deep sap - - - - - -	2 attendances.
3rd. Lecture on batteries and laying platforms - -	1 attendance.
4th. Magazines and field casemates - - -	1 attendance.
5th. Lecture on mines as applied to siege operations, and on the use of explosives in demolitions - -	Sec. XVII. 1 attendance.

CERTIFICATE OF PROFICIENCY.

LIGHT HORSE AND MOUNTED RIFLE VOLUNTEERS.

FIELD OFFICERS.

WE certify that of the has this day been examined by us:

a. That he has a practical knowledge of the evolutions of a regiment of cavalry;

* *b.* That he can ride well;

* *c.* That he is practically acquainted with the sword and † exercises;

* *d.* Also that he is conversant with the duties and formation of advanced and rear guards, and reconnoitring an enemy;

Signatures of Board of Examining Officers appointed by General Officer commanding district, or formed in regiment of cavalry to which the officer may have been attached

_____

_____

_____

Station _____

Date _____

* Not required if the officer has obtained a certificate in a former rank, in which case these subjects will be struck out of the certificate and a note made in the margin that the officer is in possession of a certificate of proficiency therein.

† Here insert "carbine" or "short rifle," as the case may be.

LIGHT HORSE AND MOUNTED RIFLE VOLUNTEERS.

CERTIFICATE OF PROFICIENCY FOR CAPTAINS, SUBALTERNS, AND SERJEANTS.

WE certify that , of the has this day been examined by us :

a. That he is able to drill a * in the evolutions prescribed in the Cavalry Regulations;

b. That he can ride well;

c. That he is practically acquainted with the sword and † exercises.

‡*d.* That he is conversant with the duties and formation of advanced and rear guards, and reconnoitring an enemy;

‡*e.* That he is conversant with aiming drill, and the orders at the firing point;

Also that in his written answers to questions he has expressed himself with §

Signature of Board of Examining Officers appointed by general officer commanding district, or formed in regiment of cavalry to which the officer may have been attached - _____ _____ _____

In the case of a serjeant, signature of the Adjutant, countersigned by the officer commanding volunteer corps - _____ _____

Station _____

Date _____

* Here insert "troop" or "company," as the case may be.

† Here insert "carbine" or "short rifle," as the case may be.

‡ "Not compulsory for subalterns, but if they are not examined therein, they must be so after promotion to the rank of captain." See footnote to para. 319. The subject or subjects in which a subaltern does not pass will be erased from the form of certificate; and when he passes on promotion, the certificate that he has done so will be endorsed on the back of this certificate.

§ Here insert "clearness" or "tolerable clearness," as the case may be.

ROYAL WARRANT.—PENSIONS AND GRATUITIES TO THE PERMANENT STAFF OF THE YEOMANRY AND VOLUNTEERS.

VICTORIA R.

WHEREAS We have been pleased to take into consideration the best means of rewarding the services of non-commissioned officers and trumpeters of the permanent staff of the Yeomanry Cavalry and Volunteer forces of Great Britain, and whereas it has been represented to Us that this end may be best attained by awarding special pensions and gratuities on discharge;

Our Will and Pleasure is, and We do hereby direct, that Our Commissioners of Chelsea Hospital shall have power to award pensions and Our Secretary of State for War shall have power to award gratuities, according to the following regulations, to such non-commissioned officers or trumpeters on the permanent staff of a regiment of Yeomanry Cavalry, and to such serjeant instructors of Volunteers, as shall have been discharged on or after the 8th April 1873.

I.—PENSIONS.

[Articles 1 and 2 cancelled by Royal Warrant, dated 6th September 1876.]

II.—GRATUITIES.

3. A non-commissioned officer or trumpeter on the permanent staff of a regiment of Yeomanry Cavalry, or a serjeant-instructor of Volunteers, who may become medically unfit for further service, shall upon discharge receive a gratuity as follows:—

(*a.*) For a service of not less than seven years on the permanent staff, 90 days' pay.

(*b.*) For a service of 14 years and upwards on the permanent staff, 180 days' pay.

4. Such service shall be exclusive of any period which the non-commissioned officer or trumpeter of Yeomanry Cavalry, or the serjeant-instructor of Volunteers, may be entitled to reckon towards pension on discharge from the regular forces, or towards increase of line pension, under the provisions of Article 1134 of Our Warrant of the 27th December 1870.

Given at Our Court at Osborne, this 25th day of February 1875, in the 38th year of Our reign.

By Her Majesty's Command,
GATHORNE HARDY.

Extract from Royal Warrant, dated 6th September 1876, *as amended by Royal Warrant, dated 9th July* 1877. [*Clause* 114, *Army Circulars*, 1877.]

THE PERMANENT STAFF OF THE AUXILIARY FORCES.

33. Members of the Permanent Staff of the Auxiliary Forces, serving subsequently to the 11th August 1875, shall, on discharge, after a good and faithful service of 15 years, be entitled to pensions at the following daily rates :— Auxiliary forces.

Drummer, trumpeter, or bugler, 4*d.*, with an increase of one halfpenny a day for each additional year of service up to a maximum of 6*d.*

Serjeant, or Quartermaster Serjeant, 6*d.*, with an increase of one halfpenny a day for each additional year of service up to a maximum of 8*d.*

A Serjeant-Major shall receive the same pension as a Serjeant, with an increase of one penny a day for each year he may have served as Serjeant-Major, up to a maximum of 1*s.*

Members of the Permanent Staff, in receipt of the foregoing pensions, shall not be entitled to a gratuity of pay, nor to an increase of line pension for any extra portion of their service with the Auxiliary Forces. Serjeants and others who have been permitted to serve with the Auxiliary Forces under their army engagement, will only be allowed to reckon any service they may render after the completion of 21 years as service in the Auxiliary Forces.

34. A pensioner from the army employed as Serjeant, Quarter-master Serjeant, or Serjeant-Major on the Permanent Staff of the Auxiliary Forces, may reckon such service, either towards increase of line pension or towards the gratuity or pension which is allowed for service on the Permanent Staff of the Auxiliary Forces ; and the increase of pension so granted shall be at the rate of one halfpenny a day for each year of good and faithful service with the Auxiliary Forces to a maximum of 8*d.* a day in excess of the pension awarded to him on his discharge from the regular army. Increase of Line Pension.

34*a.* A pension, or increase of pension, granted for service in the Auxiliary Forces shall be suspended if the recipient re-enters the said Forces. His past service, however, shall be taken into consideration with his subsequent service in awarding him a pension on final discharge; but the maximum rates above laid down shall in no case be exceeded.

MEMBERS OF THE AUXILIARY FORCES GENERALLY.

35. Members of the Auxiliary Forces who may be discharged on account of wounds or injuries received in the actual performance of any military duty, may be granted pensions not exceeding those that may be given to soldiers of similar rank in the regular army under like circumstances. Wounds or injuries.

MODEL RULES FOR A VOLUNTEER CORPS.

RULES OF
THE _____ VOLUNTEER CORPS.

1. The corps is serving under the Volunteer Act, 1863, and the members are consequently subject to the provisions of that Act, and of any other Act by which it has been or shall be amended, and to all regulations which have been or shall be issued, under the authority of the Secretary of State for War.

2. The corps shall consist of two classes—(1) enrolled members, consisting of efficients and non-efficients, and of (2) honorary members, the latter contributing to the funds of the corps (except as otherwise provided in Rule 21), but not being enrolled for service.

3. All subscriptions shall fall due on the

4. The annual subscription of enrolled members of the corps shall be as follows:—

5. Any officer or other member who was returned in the list of non-efficients in the last annual return of the corps, shall on or before the of next following, pay to the funds of the corps a sum equal to the amount of Government capitation allowance which he failed to earn. The commanding officer shall have power to remit such payment in special cases.

6. The commanding officer will propose gentlemen for commissions as officers, in accordance with the regulations in force for the time being.

7. The non-commissioned officers shall be appointed by the commanding officer.

8. No person shall be admitted as a member unless with the approval of the commanding officer, and on the proposal of two or more members of the corps.

9. Each member must be provided with uniform and accoutrements of the pattern approved by the Secretary of State for War.

10. Each member shall be responsible for the due preservation of all articles issued to him which are the property of Her Majesty's Government or of the corps, fair wear and tear only excepted.

11. The expression "property of the corps" shall include all articles which have been purchased out of the funds of the corps, or presented to the corps.

12. Although the commanding officer is solely responsible for the discipline of the corps, he is empowered by Act of Parliament to assemble at any time a court of enquiry to enquire into any matter relative to the corps, excepting the conduct of a commissioned officer. Such court of enquiry, when assembled, shall consist of three or five members of the corps, one at least of whom shall be an officer. Any enquiry in reference to a commissioned officer must, under Act of Parliament, be made by a court composed of officers of the volunteer force within the county, convened under due authority.

13. The commanding officer shall fix the time and place for parades, drills, and rifle practice.

14. The senior officer in command shall have power, subject to the approval of the commanding officer, to inflict the following fines, viz.,

	Amount.
For loading contrary to orders, or shooting out of turn - - - - - -	
For discharging the rifle accidentally - -	
For pointing the same, loaded or unloaded, at any person without orders - - - -	
&c. &c. &c.	

15. All fines imposed on members of the corps shall be entered in a book kept under the orders of the commanding officer for that purpose.

16. All fines shall be paid on or before the first day of the month succeeding that in which they have been incurred, and shall be collected by one of the serjeants, and paid by him to the commanding officer.

17. The property of the corps is, by Act of Parliament, vested in the commanding officer; but a finance committee, to aid him in the management of the finances of the corps, shall be appointed yearly. This committee shall consist of*

18. The commanding officer shall cause an abstract of the accounts to be annually prepared, for the information of every member of the corps.

19. Honorary members may, in accordance with regulations, wear the uniform of privates of the corps, with such distinguishing mark on the sleeve as may be approved by the Commanding Officer. They are not to interfere in any way with the military duties of the corps, but they may when the Commanding Officer approves attend "plain clothes" drill.

20. Honorary members shall be permitted to use the practice ground, when it is not required by the enrolled members, under regulations approved by the commanding officer.

21. Honorary members shall severally pay a donation of , or annual subscription of ; but an enrolled member, who has been returned as an efficient at least six times in the annual returns of the corps, and who is willing to re-enrol should occasion require his services, may on resignation be retained as an honorary member without payment of donation or annual subscription, until he reaches the age of 50; provided that the special sanction of the Commanding Officer to his so doing has been given. V. 4 Sussex 133.

22. Every member is expected to provide himself with a copy of the rules of the corps.

* This rule must be completed so as to meet the requirements of Paras. 456 to 458 of the Volunteer Regulations, 1878.

DESCRIPTION OF ARMS SUPPLIED TO THE VOLUNTEER FORCE.

Light Horse.

The arms supplied to Light Horse Volunteer Corps are—
Westley-Richards' carbines and Cavalry swords, patt. ·22.

Artillery.

The arms supplied to Artillery Volunteer Corps are—
B.L. Snider Artillery carbines, with sword bayonets and steel scabbards.

The swords for staff serjeants (none being allowed for serjeants) have brass hilts with leather scabbards.

Engineer.

The arms supplied to Engineer Volunteers are—
B.L. Lancaster carbines, with sword bayonets and leather scabbards.

The swords and scabbards for staff serjeants are the same as for Artillery, none being allowed for serjeants.

Mounted Rifle.

The arms supplied to Mounted Rifle Volunteer Corps are—
B.L. short Snider rifles, converted for the service, and Cavalry swords with scabbards, patt. ·53.

Rifle.

The arms supplied to Rifle Volunteer Corps are—

For Rank and File.

B.L. Snider rifles, long and short butts, with ordinary bayonets.

For Serjeants.

B.L. Snider short rifles, with sword bayonets and leather scabbards.

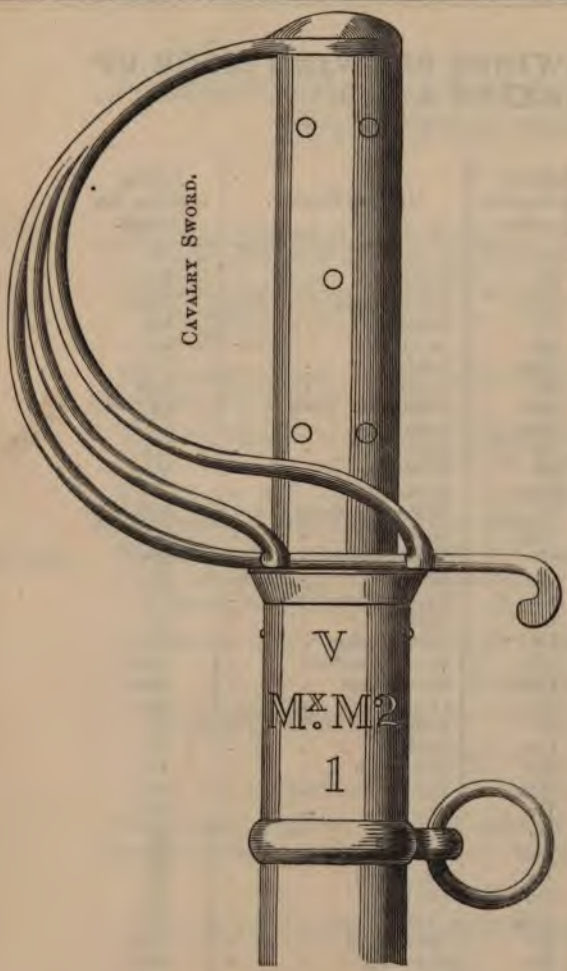
The swords supplied for staff serjeants (none being allowed for serjeants) have brass hilts and leather scabbards, as for Artillery.

For Pioneers.

Swords, brass hilted, with leather scabbards, pioneers.

TABLE AND DRAWINGS SHOWING MODE OF MARKING ARMS.

Name of County.	Letters denoting the County.	Name of County.	Letters denoting the County.
Aberdeen	AB	Kinross	KR
Anglesea	AGS	Kircudbright	KCB
Argyle	AG	Lanark	LK
Ayr	AR	Lancashire	LCS
Banff	BFF	Leicester	LCT
Bedford	BF	Lincoln	LCN
Berks	BRK	Linlithgow	LL
Berwick	BWK	London	LD
Berwick-on-Tweed	BT	Merioneth	MR
Brecon	BC	Middlesex	MX
Bucks	BCK	Midlothian	ML
Bute	BT	Midlothian Coast	MC
Caithness	CNS	Monmouth	MM
Cambridge	CB	Montgomery	MG
Cardigan	CD	Nairn	N
Carmarthen	CM	Newcastle-on-Tyne	NT
Carnarvon	CN	Norfolk	NF
Cheshire	CS	Northampton	NT
Cinque Ports	CP	Northumberland	NTB
Clackmannan	CMN	Nottingham	NTT
Cornwall	CW	Orkney	ON
Cromarty	CY	Oxford	O
Cumberland	CBL	Peebles	PBL
Denbigh	DB	Pembroke	PB
Derby	DRB	Perth	PH
Devon	DV	Radnor	RN
Dorset	DS	Renfrew	RF
Dumbarton	DBT	Ross	RS
Dumfries	DF	Roxburgh	RB
Durham	DH	Rutland	RL
Edinburgh, City	EDC	Selkirk	SK
Elgin	EG	Shropshire	SS
Essex	EX	Somerset	SM
Fife	FE	Stafford	STF
Flint	F	Stirling	SL
Forfar	FF	Suffolk	SFF
Galloway	GL	Surrey	SR
Glamorgan	GM	Sussex	SX
Gloucester	GC	Sutherland	STL
Haddington	HD	Tower Hamlets	TH
Hampshire	HS	Warwick	WW
Haverfordwest	HV	Westmorland	WM
Hereford	HF	Wigton	WGT
Hertford	HTF	Wilts	WT
Huntingdon	HT	Worcester	WC
Inverness	IVN	York, East Riding	YE
Isle of Man	IM	York, North Riding	YN
Isle of Wight	IW	York, West Riding	YW
Kent	K	Zetland	Z
Kincardine	KCD		



CAVALRY SWORD.

PIONEER'S SCABBARD.

CAVALRY SWORD (looking from top).

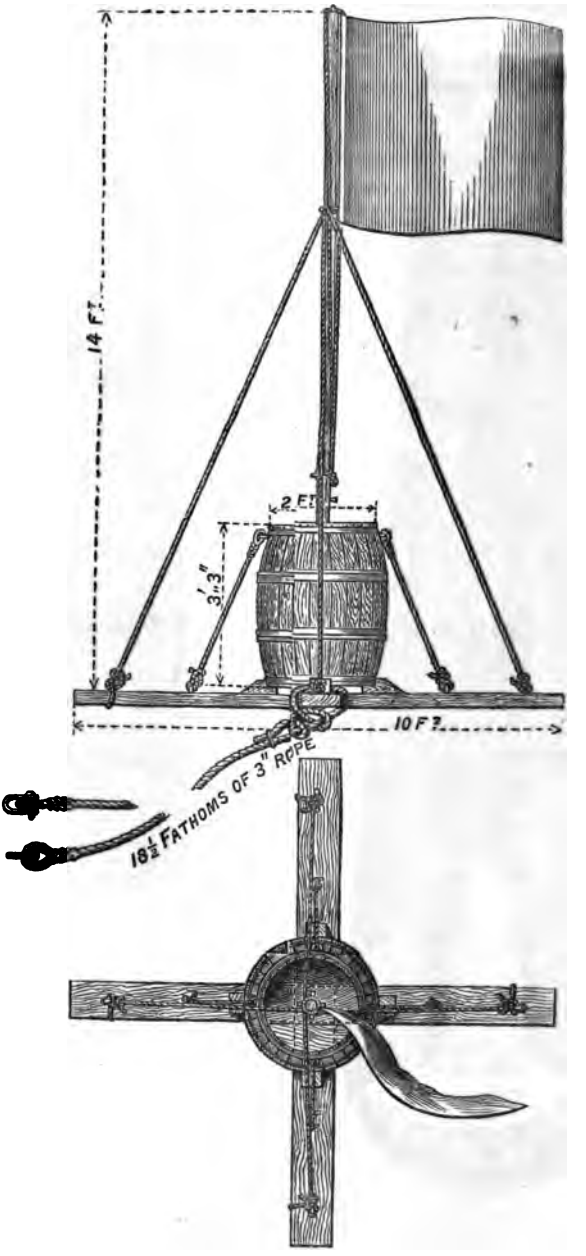
PIONEER'S SWORD.

Appendix.—(Mode of Marking Arms.)

Brass Mounted Arm.

Iron Mounted Arm.

DESCRIPTION AND DRAWING OF NEW PATTERN FLOATING TARGET.



The target consists of a raft made of two pieces of deal 10 feet in length, 9 inches wide, and 3 inches in thickness, united together cross-

wise, and having a cask or ordinary half-ton vat placed on it and secured, as shown in the drawing, by four wooden snugs and four small guy lines.

A flag-staff, 2½ inches in diameter and 14 feet in height, with flag 4 feet 6 inches by 4 feet, is inserted upright in the vat, and secured by four guys to the extremities of the raft.

A 3-inch rope, 18½ fathoms in length, with an iron shackle at one end for attaching an anchor or grapnel, is made fast to the raft, as shown in the drawing.

The raft will be issued *not* put together, the two pieces being simply nailed together when required for use.

Targets of this description will be made locally, as far as practicable.

At stations where a buoy is necessary, in order to recover the anchor if the raft should be shot away, any common piece of line or rope with a fid of wood will be found amply sufficient.

DESCRIPTION OF LAND TARGETS.

Targets for Artillery practice on the sea-shore are to be constructed of two rough fir poles, with three guy ropes of ¾-inch to each pole, and 12 feet square of canvas; a bull's eye of 9 inches diameter is to be painted on the canvas.

LIST OF PRINTED FORMS SUPPLIED TO VOLUNTEER CORPS.

V.
Genl. No.
6718.

Description of Form.	W.O. No. of Form.
Adjutant's Application for leave of Absence - - - -	1634
„ Claim for Travelling Expenses - - - -	1071
„ Quarterly Return and Diary of Duties performed -	1612
„ Quarterly Pay List of Pay of Permanent Staff - -	1595
Ammunition supplied gratuitously, Demand for - - -	1626
„ supplied on repayment, Demand for - - -	1611
Annual Return of Efficients and Non-Efficients (see footnote).	
Appointment of Officers, form to accompany recommendation -	858
Arms, &c. on charge - - - - - - -	1643
„ Requisition - - - - - - -	1252
„ „ for Materials for repairs of - - -	413
„ Receipt and Delivery Voucher - - - -	479
„ Small Materials, Receipt and Delivery Voucher - -	480
Artillery Volunteers, Report of Practice - - - -	936
„ „ Battery Report of Practice - - -	937
„ „ Range Report of Practice - - -	938
„ „ Magazines, Standing Orders for - -	1188
„ „ Ammunition, Gun, Requisition - - -	966
„ „ „ „ for Reviews, &c. - -	978
„ „ „ „ Expense Report - -	935
„ „ Ordnance, Annual Return of - - -	1475
„ „ Powder Expense Return - - -	1262
„ „ Muster Roll, Monthly - - - -	180
„ „ „ Inside sheet for - - -	180
Attachment to Regular Forces, application for permission for -	525
Books, Requisition for - - - - - - -	1636
Camp, Volunteer, Daily State of - - - - -	569
Camp of Exercise, Daily State of Volunteers - - -	861
Camp Equipment, Account of Stores in Charge - - -	422
„ Requisitions for, Regimental Camps - -	1645
„ „ Autumn Manœuvres and Camps of Instruction with Regular Forces - - - - -	1182
Camp of Volunteers, Application for permission to join - -	1644
Capitation Allowances due to Volunteer Corps, Annual Statement of -	(see footnote.)
„ „ payable to Officer Commanding Administrative Regiment, Annual Statement of - - - -	(see footnote.)
Carriers Note (see stores.)	
Certificate of Efficiency for Light Horse Volunteers - - -	1667
„ „ Artillery „ - - -	1668
„ „ Engineer „ - - - -	1669
„ „ Mounted Rifle „ - - -	1670
„ „ Rifle „ - - -	1671

Forms of Annual Return (W.O. F. 1631) and Nominal Roll of Efficients and Non-Efficients (W.O. F. 1613) and Forms of Returns of Members of the Staff of Administrative Regiments (W.O. F. 654) will be supplied Annually without requisition; as will also Forms of Claim for Capitation Allowances, W.O. Forms 1600 and 1601, the former being applicable to Corps, the latter to the Staff of Administrative Regiments.

Inspection Reports and Returns will be supplied by the Inspecting Officers.

APPENDIX.—(LIST OF W.O. FORMS AND BOOKS.)

Description of Form.	W.O. No. of Form.
Certificates of Proficiency for Quartermasters and Quartermaster Serjeants - - - -	854
" " Medical Officers - - -	855
" " Artillery, for Serjeants - -	581
" " Engineer " - -	596
" " Rifle " - -	562
Cloth and Serge, Requisition for - - - - - -	1638
Clothing, Requisition for - - - - - - -	1641
" " Size roll to accompany - - -	1642
Discharge of Volunteers, Certificate of - - - -	1608
Drill Instructors, Quarterly Return of N.C.O. of Royal Engineers, employed as - - - - - -	90
" " Lodging Allowance for N.C.O. of Royal Artillery and Royal Engineers - - - -	1112
" " Medical Bill for do. do. do. - -	154
" " Claim for Good Conduct Pay do. do. - -	120
" " Record of Service do. do. - -	361
Engineer Corps, Annual Estimate of Stores for - - -	1474
" " Return of Tools and Materials - - -	1615
Equipment, Requisition for - - - - - - -	1456
" " Materials - - - - - -	1457
" Expense Voucher - - - - - -	485
Establishment, Return to accompany application for increase of -	1621
Estimate for Pay and Allowances - - - - - -	1674
Field day, Application for permission to attend - - -	1629
Forms, Printed, Requisition for - - - - - -	1637
Fuel and Light, Daily Return - - - - - -	1416
Income Duty, Annual Return, Form G. - - - - -	107
" Adjutant's Claim for Rebate - - - - -	873
" " " Exemption - - - -	4
Inspection Reports, &c. - - - - - -	(see footnote p. 206).
Musketry, Diagram practice, Company - - - - -	925
" Drill and practice Return, Annual - - - - -	922
" Judging distance register - - - - - -	924
" Target practice register, Company - - - - -	923
Nominal Roll of Efficients and Non-Efficients - -	(see footnote p. 206).
Return of Officers to accompany Reports of O.C. (W.O. F. 1614) to Inspecting Officer - - - - - - - -	(see footnote p. 206).
Return, monthly, of Sub-district, extract from, information to be afforded to Lt.-Col. of Sub-district by Auxiliary Forces - -	1584
School of Instruction, Application to be attached to - - -	578
Serjeant Instructors, Record of Offences - - - - -	1666
" " Attestation for - - - - - -	1665
" " Weekly Diary - - - - - -	862
" " Discharge, Certificate of - -	1597
Stores, Receipt and Delivery Voucher for - - - - -	1220
" Carriers' note - - - - - - - -	1223
Travelling Allowance for Brigade Drill - - - - -	867
BOOKS.	**W.O. No. of Book.**
Equipment Ledger for Artillery, Engineers, and Rifles - -	110
" " Light Horse and Mounted Rifles - -	115

APPENDIX.—(LIST OF W.O. FORMS AND BOOKS.)

BOOKS SUPPLIED ON PREPAYMENT.

Description of Book.	W.O. No. of Book.
Account of Clothing (6 quire plain book) - - - -	125
" " (for Artillery Corps) - - - -	162
Guard Book, to hold { Octavo - - - - -	11
Guard Book, to hold { Foolscap - - - - -	22
Letter Book, Foolscap, 4 quires, with Index - - - -	127
" " 2 " " - - - -	99
Muster Roll Book - - - - - - -	216
Order Book, Permanent - - - - -	82
" Temporary, Foolscap, 2 quires - - - -	129
Record of Attendance at Drill for Artillery Corps - -	218
" " " for Engineer do. - - -	219
" " " for Light Horse and Mounted Rifle do.	217
" " " for Rifle do. - - - -	220
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